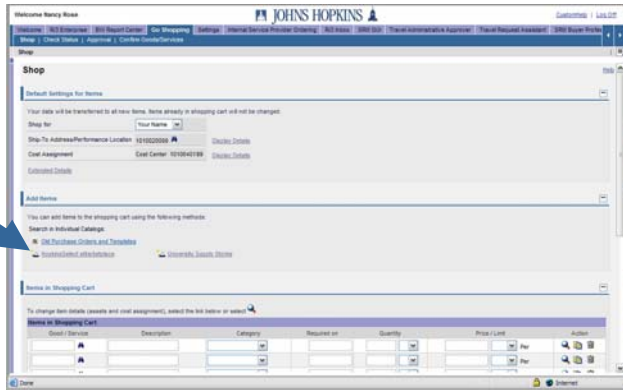# HopkinsSelect eMarketplace User Guide

HOW TO BEGIN

- You will access the SciQuest portal by selecting the HopkinsSelect eMarketplace hyperlink from the SAP *Shop* page.

Note: Depending on your permissions, you may not be able to perform all or a sub-set of the tasks mentioned in this quick guide.

SHOPPING FOR ITEMS

The HopkinsSelect eMarketplace provides a multitude of ways to search for and locate items. Depending on the type of item being purchased, the information you have in hand (preferred supplier, type of item, catalog number, etc), and your personal preferences, you can use any of the following ways to search for items:
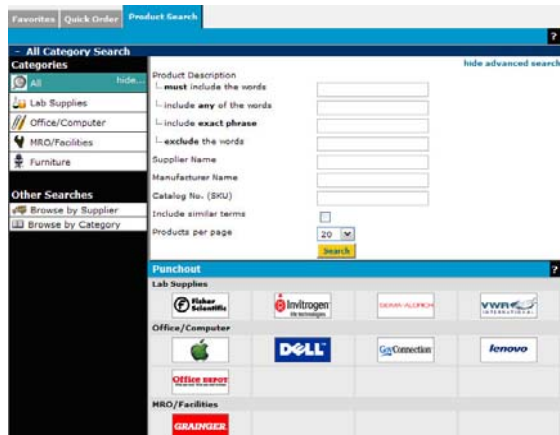
- **Search by Vertical** –allows you to search for specific types of items such as lab supplies, office furniture, and more. Select the category you would like to search from the list on the left side of the Product Search window.

- **Search by Keyword** – provides the standard search interface, allowing searching through keywords and other search criteria. To search by keyword, click on the **Product Search** tab. (Click on **hide advanced search** if your advanced search is open.)

- **Browse by Supplier** – allows you to search for items for a specific supplier. Click the **Browse by Supplier** link on the left side of the Product Search window to search this way.

- **Browse by Category** – allows you to view items across suppliers for a specific category (commodity). To search this way, click the **Browse by Category** link on the left side of the Product Search window to search this way.

- **Punchout Shopping** – allows you to visit an external supplier website, shop, and pull items back into SAP for processing. Icons for your punchout suppliers are displayed below the standard keyword searching tools.

- **Quick Order** – allows you to quickly enter a catalog number and add an item to your cart. To search for items this way, go to Product Search and click the **Quick Order** tab.

- **Favorites** – allows you to quickly select items designated as personal or organization favorites and add them to your shopping cart. Click the **Favorites** tab to use this functionality.

- **Hosted Catalog Shop by Comparison** – allows you to view a side-by-side comparison of similar items to review item details for selection purposes. To compare items, turn on the **Select** checkbox for each item in the search results, select **Compare** from the list box above the search results, and click the **Go** button.

PLACING YOUR ORDER

After you have finished shopping, you will submit your cart to SAP.

To Access your Shopping Cart

- To review and/or update your shopping cart and define your order, click the shopping cart in the upper right-hand corner of the screen or go to the **Carts** navigation tab. The shopping cart link provides high-level information about the requisition including the number of items, the total amount, and current cart name.
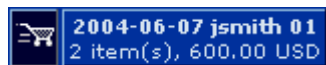
To Continue Shopping [Add Products]

- As items are selected for purchase they will display in your shopping cart. To access your shopping cart, click the shopping cart in the upper right-hand corner of the screen or click the orders navigation tab to open the current cart. Once the current cart is open and you want to add products to the cart, click the **Add Products** button.

To Review and Update the Cart Contents [Edit Cart]

- From the **Edit Cart** window, you will see all of the items you have selected in your cart. From this window, you can remove items, change quantity and rename the shopping cart (requisition).

To Submit your Shopping Cart [Transfer Items to SAP Cart]

- Click the **Transfer Items to SAP Cart** button to send the cart to SAP. Your shopping cart will now transfer from SciQuest to SAP where you can monitor the approval process.

MY FAVORITES

To use the My Favorites feature please make sure any pop-up blockers on your computer are turned off.

Track and resubmit frequently ordered products by adding products to your favorites list:

1. To add products to **My Favorites**, select the product that you would like to identify as a favorite.

2. Select the option **Add to Favorites** from the list of actions and click **GO**.

3. A separate window will open which allows you to select the destination folder for your favorite items. Select the folder and click the **SUBMIT** button.

4. To access the list simply click the **My Favorites** tab.

5. To remove a product, go to **My Favorites**, the **Edit Folders** page and click the 🗑 button next to the product you want to remove.

6. To add a product to your shopping cart from your favorites, go to **My Favorites**, the **Active Folders** page, select the item and click the **ADD TO ACTIVE CART** button.

Please contact Bruce Schabdach at 443-997-5600 if additional assistance is required.