Searching for Products in U Market

The purpose of this job aid is to provide instructions on how to use some of the advanced search tools in U Market to locate products. This job aid is intended for anyone who is shopping in U Market, shopper or requester.

1. Navigate to the U Market **Home/Shop** page.
   - For shoppers, go to umarket.umn.edu and click <Shop>
   - For requesters, go to eprocurement > create requisition > web tab > umarket

2. Perform a search for the items to be purchased. There are four different ways to search:
   a. **Basic** key keyword search (performs a search of all U Market suppliers and products based on the words entered into the search bar).
      i. From the **Shop** dropdown menu, select the purchase type that best describes the item (e.g., Office/computer). To search the entire site, select “everything”.
      ii. Enter key words that describe the item to be purchased. Click <Go>. **Tip: enter specific criteria to narrow the search results** (e.g., copy paper yellow recycled).

   b. **Advanced** search (allows specific search criteria to be entered by the shopper):
      i. Underneath the search bar, click <Advanced Search>.
      ii. Enter the specific information to narrow the search results.
      iii. Click <Search>.

   c. **Hosted Catalog Suppliers.** These are suppliers that have negotiated pricing for the University and they have integrated their catalogs within U Market system.
      i. Click on a specific supplier’s icon.
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ii. A small search box will appear. Enter appropriate key word(s) and click <Search>. The results will be only items that are included in the hosted suppliers catalog. Note: to initiate the advanced search function, leave the search field blank and click <Search>.


d. Punchout Suppliers. By clicking on these supplier’s buttons, it will leave the U Market site to directly access and locate products from a specific supplier’s website:

i. Click on a specific supplier’s icon. This will cause a “punch out” of U Market and it will go directly into the supplier’s online ordering website where the supplier has negotiated discounted rates specifically for the University.

ii. Search for the items to be purchased and add them to your cart.

iii. When finished, access the shopping cart, typically located in the top right corner. Click <Return Cart to Purchasing Application>.

iv. Click <Submit>. Doing so will extract the items from the cart on the supplier’s website and bring them into the cart in U Market, where the order will be completed.