How to Access the Penn Marketplace as a Shopper

Enter PennKey and Password *(Never share your PennKey and Password with anyone; this is your electronic signature.)*

Click on Log In
Shop in the Penn Marketplace
To start shopping, type in your requirement in the search block or search by supplier, category, or punchout to the supplier's ordering site.

- Adding items that are not in the Marketplace supplier's catalog. If you were given a number by a supplier and you cannot find it in their catalog or were quoted a special price enter it using non-catalog item.

- Item Catalog Search: Type in keywords, part #, description or manufacturer to search for items in the Penn Marketplace.

- Or Browse By: Shop by Supplier, Item category or use the chemical structure.

Supplier Service Forms
- Unique Advantage Unlist Position Form
- IKON Copier Service Form
- IKON New Lease or Lease Renewal Form

Punch-out Lab Supplies
- Fisher Scientific
- AB Applied Biosystems
- Invitrogen
- Sigma-Aldrich

Medical/Clinical
- Research supplies
- Life Science Technologies

CDW-G Becomes an Electronic Data Interchange (EDI) Supplier.
Technology Integration Group (TIG) joins the Penn Marketplace.
To Provide Computer Supplies and Office Supplies.

ISC BioExpress Incorporated Becomes an Electronic Data Interchange (EDI) Supplier.
ISC BioExpress is now BioExpress Corp.

CDW-G Becomes an Electronic Data Interchange (EDI) Supplier.
Click on [Cancel Cart] to leave the Marketplace without making a selection.

Click on the ? for information on any screen accessed from the Penn Marketplace Homepage.

The Penn Marketplace is enhanced periodically therefore it is best to use their on-line help for instructional information.
CDW-G Becomes an Electronic Data Interchange (EDI) Supplier.

Technology Integration Group (TIG) joins the Penn Marketplace To Provide Computer Equipment, Supplies and Accessories.

Office Supplies Order Minimum - $25

Total MRO LLC Joins the Penn Marketplace

New enhancements for BEN Buys - Self Password Reset and Req/PO Approval Notification E-mails.

Applied Biosystems by Life Technologies Becomes an Electronic Data Interchange (EDI) Supplier

ISC Bioexpress is now BioExpress Corp.

ISC BioExpress Incorporated Becomes an Electronic Data Interchange (EDI) Supplier

Stratagene items are now available through NETA Scientific

Supplier Forms: For quick and easy templated item ordering.

Punchout Shopping - Click on the supplier logo under the “Punchout” section and shop on a Penn specific ordering site.
Penn Marketplace search results

Refine your search results: filter by Supplier, Supplier Class, Item Category or Manufacturer.

Current Cart: Review the contents of your cart and assign the cart.

Penn Marketplace - Product Search - All

Results for: Everything : centrifuge

Products per page: 200

Sort by: Best Match

Showing 1 - 200 of 4000+ results What does "+" mean?

Marathon Centrifuge Model 16km with 24-Place Rotor 16000 x G 500 and 13200 RPM, 1/EA from Fisher Scientific
Part Number: 0497716KM
Manufacturer Info: 0497716KM - (Fisher Scientific Prod Indiana)

Add to Cart

Marathon Centrifuge Model 16km with 40-Place Rotor 500 and 13200 RPM/16,000 x, 1/EA from Fisher Scientific
Part Number: 0497719KM
Manufacturer Info: 0497719KM - (Fisher Scientific Prod Indiana)

Add to Cart

Marathon Multipurpose Centrifuge Model 21000 21000 x G 15000 RPM, 1/EA from Fisher Scientific
Part Number: 0497721000R
Manufacturer Info: 04 977 21000R - (Fisher Scientific)

Add to Cart

Marathon General Purpose Centrifuge Model 3000 3000 x G 3600 RPM, 1/EA from Fisher Scientific
Part Number: 049773000
Manufacturer Info: 04 977 3000 - (Fisher Scientific)

Add to Cart

Marathon General Purpose Centrifuge Model 3000R 3000 x G 3600 RPM, 1/EA from Fisher Scientific
Part Number: 049773000R
Manufacturer Info: 049773000R - (Fisher Scientific)

Add to Cart

Marathon General Purpose Centrifuge Model 3000R 3000 x G 3600 RPM, 1/EA from Fisher Scientific
Part Number: 049773000R
Manufacturer Info: 049773000R - (Fisher Scientific)

Add to Cart

Marathon General Purpose Centrifuge Model 3000R 3000 x G 3600 RPM, 1/EA from Fisher Scientific
Part Number: 049773000R
Manufacturer Info: 049773000R - (Fisher Scientific)

Add to Cart
Name, View, Add comments and Assign the Cart

**Assign Cart:** Move the cart for someone who has BEN access to pick up.

**Name the cart:** Give the cart a useful name for the cart assignee.

**Cart Details:** Click here to view/add comments to the cart and view the cart history.
Completing and Assigning the cart

• When finished shopping the shopper has an “Assign Cart” button to pass the cart to assignee with BEN Buys responsibility, person who will complete the order.
• Shoppers can save assignees to their profile and set them as their default assignee.

Default Assignee: Make assigning carts easier by setting a default approver in your profile.

Saved Assignee: Select from assignees saved in your profile.

Search: Click here to search for a cart assignee.

Add Comment: Send a quick note to the assignee.

Note: After a cart is submitted, it can be viewed via History. Prior to being submitted, the cart can be viewed in Draft Carts and can be unassigned (withdrawn) if needed.
Cart Assignees

- **Shopper assigns cart** to an assignee. An assignee is one who has BEN access to create a requisition and complete order.
- **Ability to search for assignee by email or name**
- **Shopper has ability to set Cart Assignees to personal profile and create in a dropdown list and setup as a default assignee**
- **Ability to create comments to the cart assignee to provide more detail about the cart items to complete the order.**
  - **CAUTION:** Comments in the cart do not pass back to BEN Buys and are viewable to the assignee – if you require the comment on the BEN Req, add it as an attachment in BEN. The comments will appear in the email notification that is sent to the assignee.
Searching for an assignee and Assigning the cart

- **Search for the Assignee**
  - First Name
  - Last Name
  - User Name
  - Email
  - Results per page
  - Search

- **Choose from the results**
  - User Search
  - Using the assignee’s name, email address or username (PennKey ID)
  - Users meeting the search criteria: 5
  - Select
  - Name
  - User Name
  - Email
  - Phone
  - ABBAS, CRAIG F. 10021787
  - ABBAS
  - altimage@admsystems.upenn.edu
  - ABBELSON, SHAHA. 10092102
  - SABELSON
  - altimage@admsystems.upenn.edu
  - AGGARWA, ARADHANA
  - AAGGARWA
  - aaggarwa@coe.upenn.edu
  - ASHBRIDGE, AMY P. 10267990
  - ASHBRIDGE
  - altimage@admsystems.upenn.edu
  - AURI, RAVI 41949391
  - AURAVI
  - altimage@admsystems.upenn.edu

- **Add to Profile**
  - Check this box and save the selected assignee to use again later.

- **Review and Assign Cart**
  - Assign Cart To:
  - ABBAS, CRAIG F. 10021787
  - ABBAS
  - altimage@admsystems.upenn.edu
  - Add to Profile
  - ABBELSON, SHAHA. 10092102
  - SABELSON
  - altimage@admsystems.upenn.edu
  - AGGARWA, ARADHANA
  - AAGGARWA
  - aaggarwa@coe.upenn.edu
  - ASHBRIDGE, AMY P. 10267990
  - ASHBRIDGE
  - altimage@admsystems.upenn.edu
  - AURI, RAVI 41949391
  - AURAVI
  - altimage@admsystems.upenn.edu

- **Notes:**
  - After a cart is submitted, it can be viewed via History. Prior to being submitted, the cart can be viewed in Draft Carts and can be unassigned (withdrawn) if needed.
Cart has been assigned

Once the shopper assigns the cart they will receive a shopping cart information screen confirming the cart was successfully assigned.

Shopping Cart Information

Congratulations! Your cart was successfully assigned for further review.

At this point, you can view the cart in your draft carts list and can unassign it, if needed, until submitted by the assignee. After a cart is submitted by the assignee, you can view it via requisition history search.

You included the following note for the assignee:

Charge this against the grant... NOTE: This comment is only retained in the Penn Marketplace and not BENBuys.

You have assigned the shopping cart to another user. At this time, you may close this frame or the browser.

- Cart number: 495357
- Cart name: Centrifuge tubes for the new lab.
- Cart total: $19.98 USD
- Number of line items: 2

What would you like to do next? Here are links to some common actions:

- Search for another item
- Return to your home page
- Create new draft cart

Links to Common Actions:
Assigned Cart Email Notification

An email notification is sent to the assignee advising a cart has been assigned to them.

**Shopper is also copied on the email that advises their cart has been assigned***

To: Vira Homick
Cc: Brian Caputo
Subject: A shopping cart has been assigned to you

Re: A shopping cart has been assigned to you
Cart Name: Test Applied Bio Order
Assigned To: VIRA O 10154420 HOMIC

Dear VIRA O 10154420 HOMIC

A shopping cart has been assigned to you by Brian Caputo (bcaputo@pobox.upenn.edu). The shopping cart can be accessed for review in "Draft Carts" or by selecting the URL below.

If applicable, the user has submitted the following additional comments:

Test comment for Shopper Role - email notification

If you have any questions with regard to this shopping cart, please contact your SelectSite Support Team.

Support Team Contact Information:
+1 (215) 746-4357
mktplace@pobox.upenn.edu

Thank you,
University of Pennsylvania
To view your assigned carts go to carts tab and then to the draft carts sub tab.
How to unassign carts

Click the “carts” tab and then select “draft carts” in the sub tab – the shopper will only see previously assigned carts. Only carts that haven’t been acted upon by assignee can be unassigned.

• To view details of an assigned cart click “View Cart”
• Click the “Unassign” button to withdraw the cart from the assignee
  • Unassigned cart moves back into your active cart
  • Any items in cart prior to unassigning the cart move into your drafts carts.
Viewing user profile

**Email Preferences**

Select Email Notifications:
You can turn off email notifications if you prefer not to receive notifications.

**Add a New Assignee:**
search for new assignee to save in your profile.

**Set your default assignee**
Additional Resources:

- **Training Snippets** – shopping video snippets to help you shop in the Penn Marketplace
Viewing carts submitted to BENBuys

Click on the "history" tab to search your carts

Check this filter checkbox to set date ranges

Cart Assignees need to click on the radio button to see the carts they submitted for others to BEN Buys

Set dates and search

Results per page

Set dates and search

Viewing carts submitted to BENBuys