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 a non-catalog item.

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

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

Showcased Suppliers

- Aigas Gases
- Fisher Scientific Research Supplies
- AbD Serotec Research - Antibodies
- Life Science Technologies

- CDWG Technology Supplies
- Dell Laptops & desktops
- EMD Research - Chemicals
- Technology supplies

- Lenovo Laptops & desktops
- Parmetech Document Solutions
- PerkinElmer Life Science Technologies
- Telrose Office Depot Office Supplies

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 Research Supplies
- Applied Biosystems Life Science Technologies
- Invitrogen Life Science Technologies
- Sigma-Aldrich Lots Of Stuff!

Medical/Clinical

- 18x-0 to 701x540
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Supplier Forms: For quick and easy templated item ordering.

Punchout Shopping - Click on the supplier logo under the “Punch-out” 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.
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.

**Assign Cart**

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

User Search

First Name
Last Name
User Name
Email

Search

Choose from the results

Users meeting the search criteria: 5

Select
Name
User Name
Email
Phone

ABBAS, CRAIG F. 10021787
ABBAS
altimage@admsystems.upenn.edu

ABELSON, SHANA 10092102
ABELSON
altimage@admsystems.upenn.edu

AGARWAL, ARADHANA
AGARWA
aagarwa@coob.upenn.edu

ASHERIDGE, AMY P. 10227990
ASHERIDGE
altimage@admsystems.upenn.edu

AVARCI, RAVI 41949391
AVARCI
altimage@admsystems.upenn.edu

Review and Assign Cart

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

Assign Cart

Assign Cart To:
RAVI 41949391 AVARCI
Select from saved assignees
Search for an assignee
Add to Profile

Comment To Assignee:
Charge this against the grant... 
NOTE: This comment is only retained in the Penn Marketplace and not BENEdus.

Assign
Cancel

Polypropylene w/attached
Retail: $9.99 USD
Price: $9.99 USD

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 0 10154420 HOMICK

Dear VIRA 0 10154420 HOMICK

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 the '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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Preferred</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIRA O 10154420 HOMICK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KAREN M 10012640 HIGGINS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RAVI 41949391 AVVARI</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 50

Requisition(s) meeting the search criteria: 2

<table>
<thead>
<tr>
<th>Requisition No.</th>
<th>Supplier(s)</th>
<th>Requisition Name</th>
<th>Requisitioner</th>
<th>Requisition Date/Time</th>
<th>Requisition Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>19973803</td>
<td>Fisher Scientific</td>
<td>cart from mark to bran</td>
<td>WEST - Shopper Only, MARK</td>
<td>1/26/2011 2:56 PM</td>
<td>42.84 USD</td>
</tr>
<tr>
<td>19936186</td>
<td>Invitrogen Corp.</td>
<td>2011-01-06 BCAPUTO 01</td>
<td>CAPUTO, BRIAN 10149957</td>
<td>1/10/2011 3:45 PM</td>
<td>390.00 USD</td>
</tr>
</tbody>
</table>