



## Creating an Order from a Hosted Catalog

### What is a “Hosted” Catalog?

Hosted catalogs contain product data and details, along with pricing information for each item. Hosted catalog search results contain product information from all suppliers depending on the search criteria entered by the user. One of the attractive features of “Hosted Catalogs” is when a product search is performed in SupplierConnect. A search is conducted on products in all of the hosted catalogs on HACC’s SupplierConnect. This type of cross supplier search is not possible with “Punch Out” catalogs. This allows for product comparison between products and suppliers.

“Hosted Catalog” suppliers provide contract pricing or have a price agreement which offers institutional discounts on all or part of their product line.

While a “Hosted Catalog” may be the equivalent to an online version of a supplier’s printed catalog, a “Hosted Catalog” may also be a list of items specifically selected by HACC to meet our needs. These items and their associated prices have been negotiated and approved by HACC.

In addition to the difference in cross catalog product searches and individual item selection by HACC with the “Hosted Catalog”, the pricing of “Punch Out” catalogs could change very frequently without notice, whereas pricing with “Hosted Catalogs” require specific price approvals.

Other differences:

	Hosted	Punch Out
PO On-line Tracking	NO	YES
Product Specials	NO	YES
On-line Availability	NO	YES
Backorder information	NO	YES

## Accessing Hosted Catalogs:

**Shop: Type in a product name.**

**Advanced Search**

**SUPPLIER CONNECT**  
**E-Procurement System**

- Training Aids
- Requisitioner Handbook
- Approvals and Workflow Setup Handbook
- **Questions:** email to [SupplierConnect@hacc.edu](mailto:SupplierConnect@hacc.edu)

**Action Items**

- My Orders
- Requisitions**  
Recently Completed (4)
- Purchase Orders**  
Recently Completed (4)

**My Resources**  
email: [SupplierConnect@hacc.edu](mailto:SupplierConnect@hacc.edu)

There are two ways to access “Hosted” catalog products and pricing:

### Method #1

- **Shop:** Type in a product and click GO
  - This will search the hosted catalogs
  - Use “**Advanced Search**”
    - Enter Supplier Name, part number (SKU) or manufacturer name

**Advanced Search** Everything simple search...

**Find Results That Have:**

All of These Words  Supplier

Part Number (SKU)  Manufacturer Name

**Other Options**

Include similar terms  Exclude Words

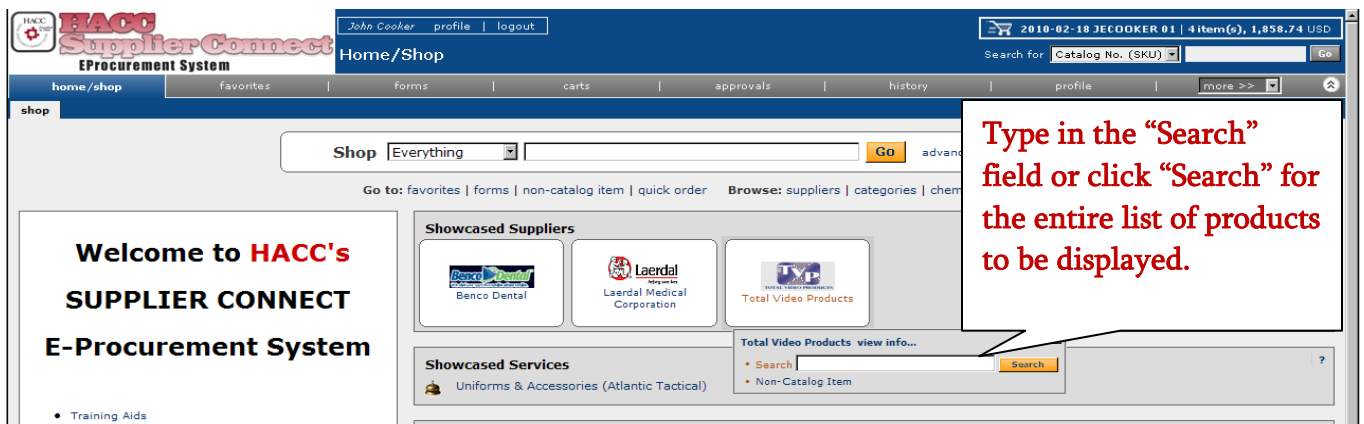
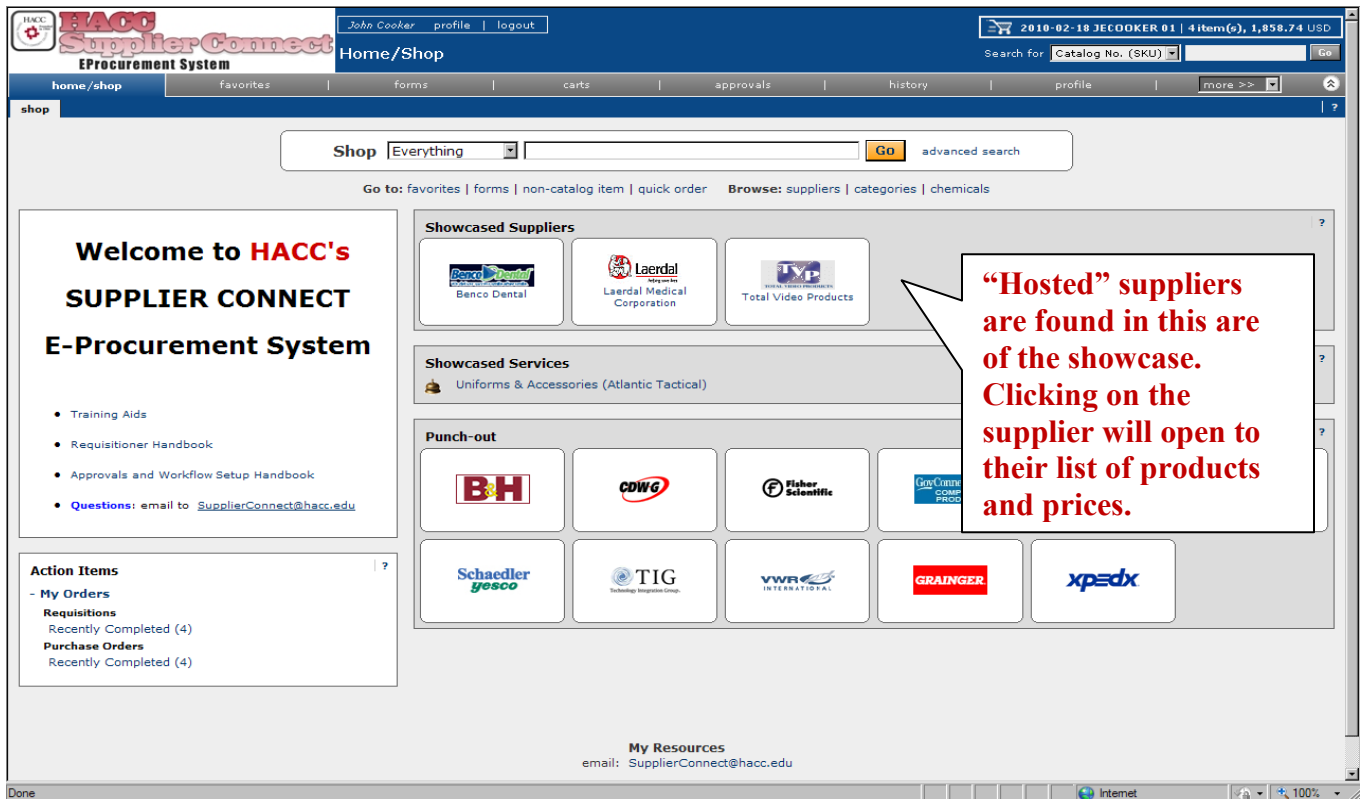
Exact Phrase  Any of These Words

**Search** change preferences

Go to: favorites | forms | non-catalog item | quick order **Browse:** suppliers | categories | chemicals

## Method #2

- **Showcase Suppliers**
  - Locate the supplier you want to order from
  - Click on the supplier icon and a small search box opens



- Search specific items by typing the item in the search field
- OR
- Click Search to open the entire “hosted” catalog
- A “refined” search box opens to help narrow the search.

# Hosted Catalog Search Cont'd.

**Enter keyword to refine the search or select a category.**

**Clicking on a product name will open up additional details.**

Product Name	Part Number	Supplier	Price (USD)	Quantity
Projector Lamp	DDL	Total Video Products	12.00	1/EA
Projector Lamp	DDM	Total Video Products	15.00	1/EA
Projector Lamp	DDN	Total Video Products	19.00	1/EA
Projector Lamp	DDP	Total Video Products	14.00	1/EA
Projector Lamp	DDS	Total Video Products	13.00	1/EA

**Product Details**

**Projector Lamp**

Supplier: Total Video Products  
Part Number: DDL  
System Packaging: 1/EA

Price: 12.00 USD  
Quantity: 1  
Add To Active Cart

**Product Details**

Supplier UOM: 1/EA  
Supplier Size: Base GX5.3  
Buyer UOM: 1/EA  
Category: Lamps and lightbulbs  
Category UNSPSC: 39-10-16-00  
More Information URL: http://www.eiko-ltd.com/eiko/catpag...

**Supplier Details**

**Total Video Products**

414 Southgate Ct  
Mickleton, NJ 8056 US  
Phone No. +1 (856) 423-7400

## Adding to a cart:

- Enter quantity
- Click “Add to Cart”
- Note the response under the “add cart button”  
*1 item(s) added, view cart*

The screenshot shows the HACC Supplier Connect EProcurement System interface. The user is logged in as John Cooker. The search results page displays 'Projector Lamp' items from Total Video Products. A red callout box highlights the 'Add to Cart' button and the feedback message: 'This item has now been added to a cart. To complete the order, click “view cart”. The item may also be added to favorites.' The cart summary shows 1 item(s) added, view cart.

Clicking on “View Cart” returns the requestor to the “active cart” page. Completing an order requires review on the “active cart”.

The screenshot shows the 'Cart - Draft Requisition' page in the HACC Supplier Connect EProcurement System. The cart contains one item: 'Projector Lamp' (Catalog No. DDL, Base GXS.3 1/EA, Unit Price 12.00, Quantity 1, Ext. Price 12.00 USD). The subtotal is 12.00 USD. The page includes a 'Save' button and a 'View Cart' button. The cart details table is as follows:

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
Projector Lamp	DDL	Base GXS.3 1/EA	12.00	1 EA	12.00 USD
Supplier subtotal					12.00 USD
Subtotal					12.00
Shipping					0.00
Handling					0.00
Total					12.00 USD

To complete the order, refer to the training guide entitled, “Completing and Placing the Order”.