## Life Technologies Corporation – Hosted Catalog

Life Technologies Corporation is an additional supplier in myFIUmarket. Shopping for Life Technologies Corporation different than other myFIUmarket suppliers. Instead of punchout catalog, it is set up for **hosted catalog**. Here are the steps to create requisition for Life Technologies Corporation in myFIUmarket.

1. Navigate to Create Requisition page screen and click the **myFIUmarket** link.

< Procurement Center	Requisition
Create Requisition ③	
· •	Home C My Preferences Requisition Settings Checkout
Request Options 💌	Search All V Search Advanced Search
Enter search criteria or select from the menu on the right to begin creating your requisition.	Web     Special Requests      Browco Supplior Websites     Create a non-catalog request      myFlUmarket

2. Once landed on myFIUmarket, navigate to Shopping and click on Advanced tab

< Pr	ocurement Center	Requisition 🏫 🔍
â	myFIUmarket	All - Search (Alt+Q) Q 0.00 USD 📜 💙 🏴
	Shop > Shopping > Shopping Home > Configure	
	Configure	
6	🎽 Shop	o :
õ	Simple Advanced	Go to: Favorites   Forms   Quick Order Browse: Suppliers   Categories   Contracts
<b>3</b> 9	Advanced Search Everything T	
ш	Find Results That Have:	?
	All of These Words	Supplier
	Part Number (SKU)	Manufacturer Name
	Commodity Code Q	

3. Type Supplier as Life Technologies Corporation and select the one with a hosted catalog symbol (i.e.,), also type Part Number (SKU) if its known, otherwise just search by typing any words and click Search.

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d			Go to: Favorites Quick Orde	Browse: Suppliers   Categories   Contr
Everything	~			
/e:				
		Supplier	Life Technologies Corporation	
Q30009		Manufacturer Name		
	٩			
		Exclude Words		
				Search Reset
	d Everything e: Q30009	d Everything ~ e: Q30009 Q	d Everything  e:  Q30009  Q30009  Exclude Words  Exclude Words	d Go to: Favorites Quick Orde  e:

4. Once you locate the appropriate items, confirm or update quantity, then click on **Add to Cart** button.

myFIUmarket)			All • Searc	n (Alt+Q) Q 0.00 USD 👻 🎔 🏴 🐥 🖠
Simple Advanced  Search for products, forms, etc.			On to: Favorites   Quick Order Browse, Suppliers   Categories	Contracts Compare BEST MATCH
By Supplier Life Technologies Corporation (1)	~	Search Results: 1 Yeast Nitrogen Base		
By Category Yeast Media (1)	~	Life Technologies Corporation Part Number Q30009 System Packaging 500g, EA	Mfg, Name Invitrogen Mfg, Part No. (330009	359.00 USD     Add To Cert     COMPARE
By Commodity Code	~	-		

5. After adding all the items in the cart, Click the **Cart** symbol and click on **Checkout**.

		All 🕶	Search (Alt+	Q)	Q 359.00 USD 📜	♡ №	
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SULU: Pavolites   Quick Order		Yeast Nitroge Quantity: 1 Price: 359.00 US	n Base	Ŧ	View My Cart	Ŧ	¢ ≣
					Checkout		
Search Results: 1					359.00 USD		
and the second se							
Veast Nitrogen Base from Life Technologies Corporation							
Part Number 030009							
Mfg.Name							
Invitrogen 359.00 USD							
1 Add To Cart 👻							

6. Click on **Place Order** to transcribe the contents of the myFIUmarket cart to a requisition in PantherSoft

nent Center				Requisition						<u>ش</u> ۲	1
1Umarket 🛒							Al	<ul> <li>Search (Alt+Q)</li> <li>Q</li> </ul>	359.00 USD 🗮	♥ ► .	۰.
Cart • 3554053 •								≡ ⊛ ⊕ 0	Assign Cart	Place Order	
Summary PO Preview Co	omments Attachments History										
General		1.					~		Draft		
Cart Name	2022-06-30 5904914 03							Total (359.00 USD)		~	£.
Description	no value							Subtotal		359.00	2
Requested Delivery Date	no value									359.00	j.
Prepared by	Kesha Shrestha										-
Prepared for	Kesha Shrestha										
1 Item							🗌 💌				
Life Technologies Corpo	ration • 1 Item • 359.00 USD						…□				
∧ SUPPLIER DETAILS											
Contract	no value	PO Number To B	e Assigned								
Item		Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price					
1 Yeast Nitrogen Base		Q30009	500g EA	359.00	1 EA	359.00	· · · · ·				

7. The system will redirect back to PantherSoft, to the Requisition's **Checkout- Review and Submit** page. Items bought from the myFIUmarket will have a globe icon in front of the line, denoting the item is a "Market" item.

All Request Options				Checkout - Rev	view and Submit				
Checkout - Review and Submit Review the item information and submit the re Requisition Summary	t eq for approval.		,	My Preferences	Requisition Setti	ngs			
Business Unit Requester *Currency	FIU01 5904914 USD	Florida International Shrestha,Kesha	Univ Ri	equisition Name Priority Origin PO Q	▼ PURCHASING				
Cart Summary: Total Amount 359.00 USD Expand lines to review shipping and accoun	) ting details			Add More	Items				
Line Description	Item ID	Supplier LIFE TECHNOLOGIES	Quantity	UOM	Price 359.0000	Total 359.00	Details	Comments	Delete
Select All / Deselect All	Select lines to:	CORPORATION	Add to Template(s)	Delete Selected	d 🐫 Mas	ss Change			
Shipping Summary					Total Amount	359.00 USD			

 Once items are added to the requisition, complete the checkout process. Please refer to Requisition Checkout – Review and Submit Page of Purchasing through eprocurement Manual.