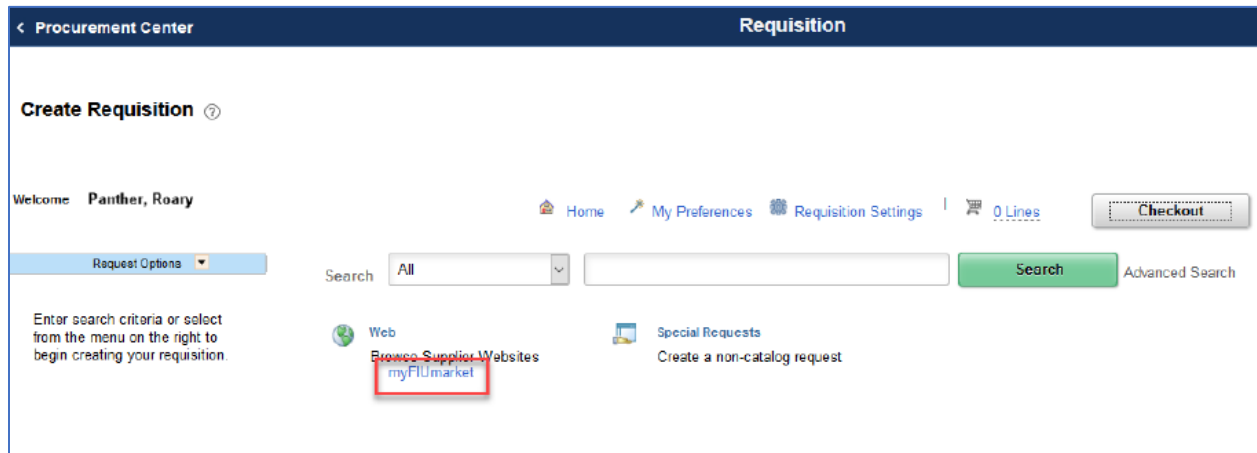


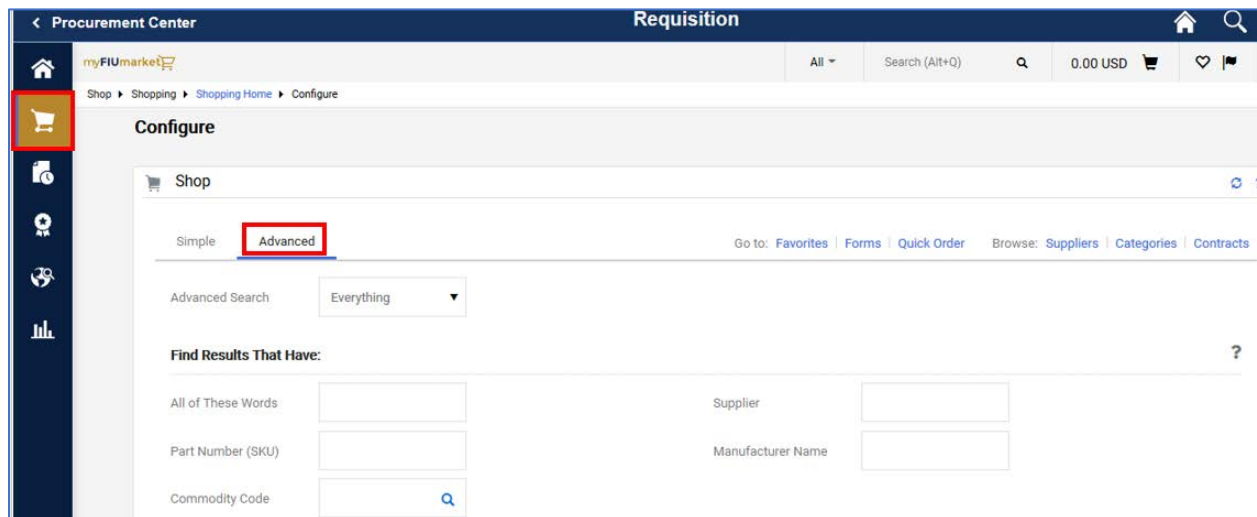
Life Technologies Corporation – Hosted Catalog


Life Technologies Corporation is an additional supplier in myFIUmarket. Shopping for Life Technologies Corporation is 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.

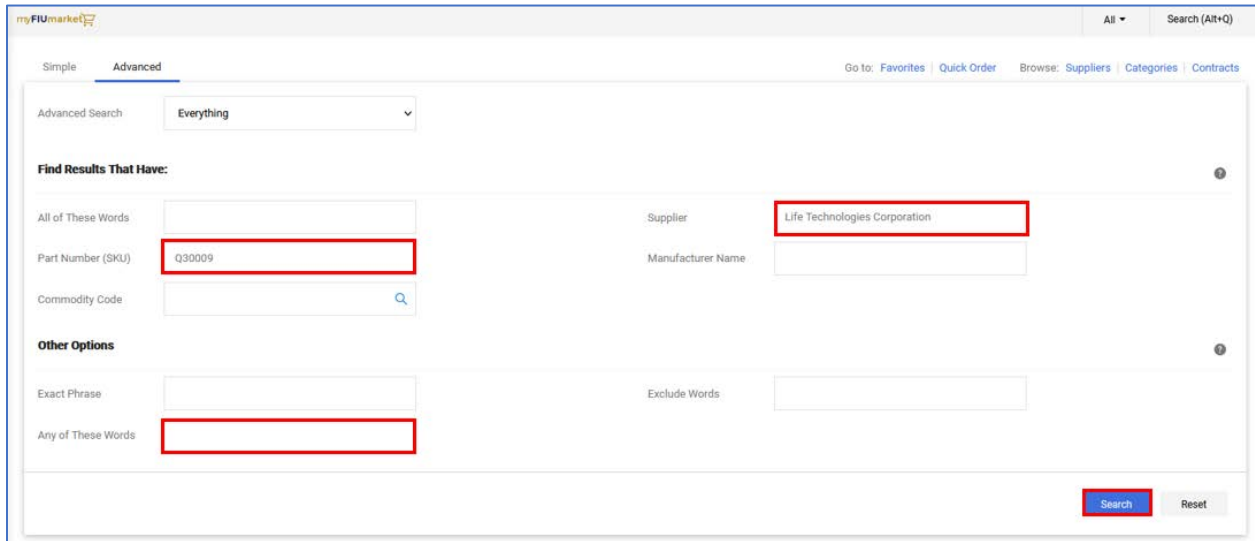
1. Navigate to Create Requisition page screen and click the **myFIUmarket** link.



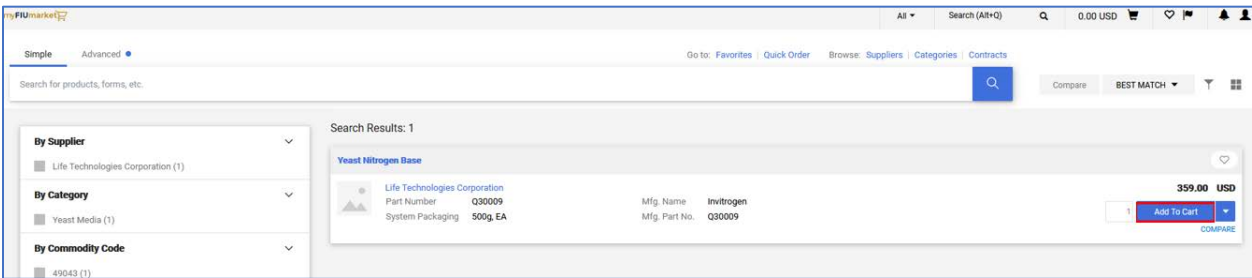
2. Once landed on myFIUmarket, navigate to **Shopping** and click on **Advanced** tab



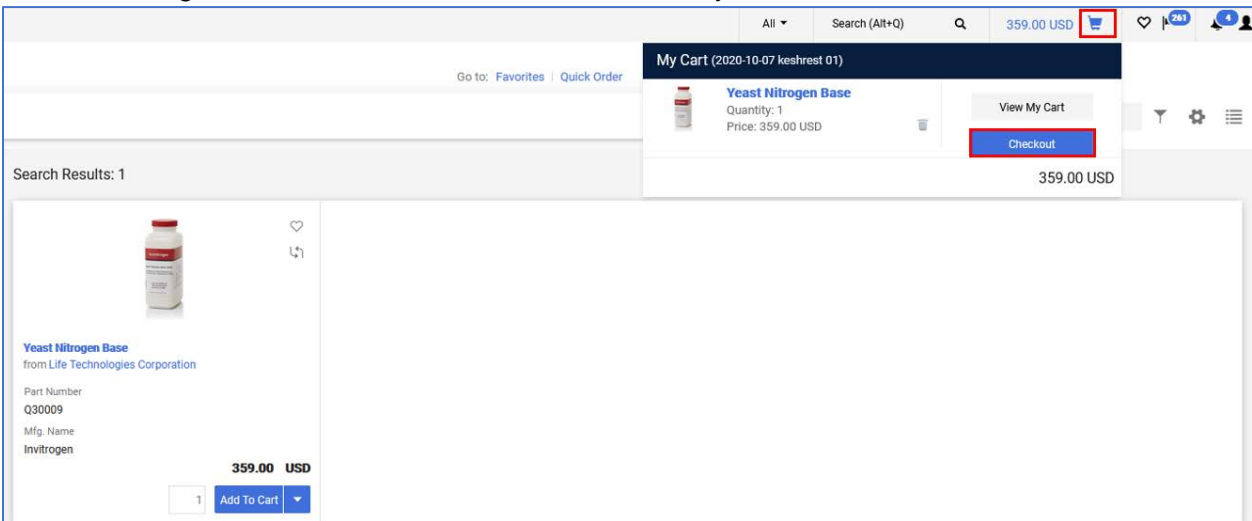
- Type Supplier as **Life Technologies Corporation** and select the one with a hosted catalog symbol (i.e. ) , also type Part Number (SKU) if its known, otherwise just search by typing **any words** and click **Search**.



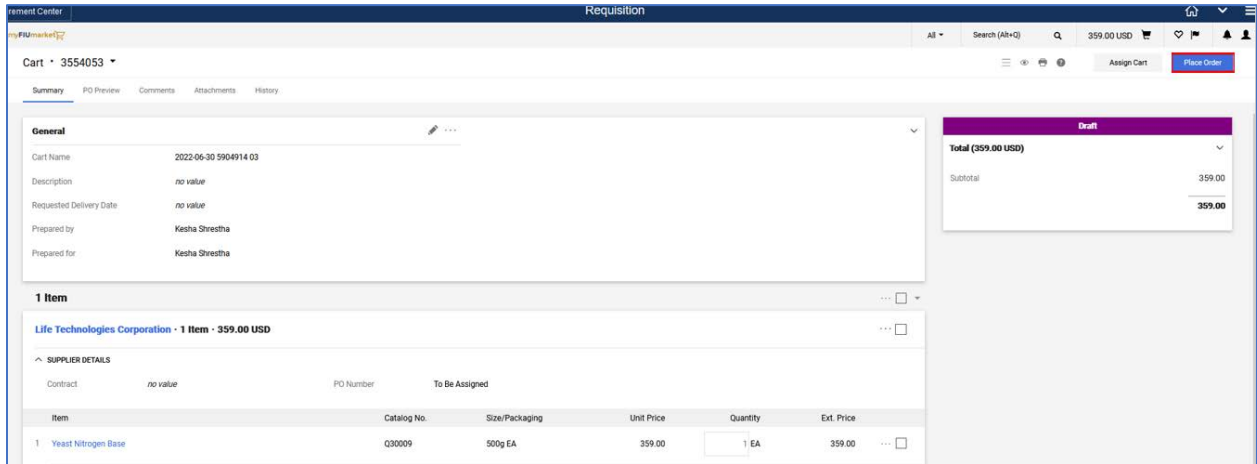
- Once you locate the appropriate items, confirm or update quantity, then click on **Add to Cart** button.



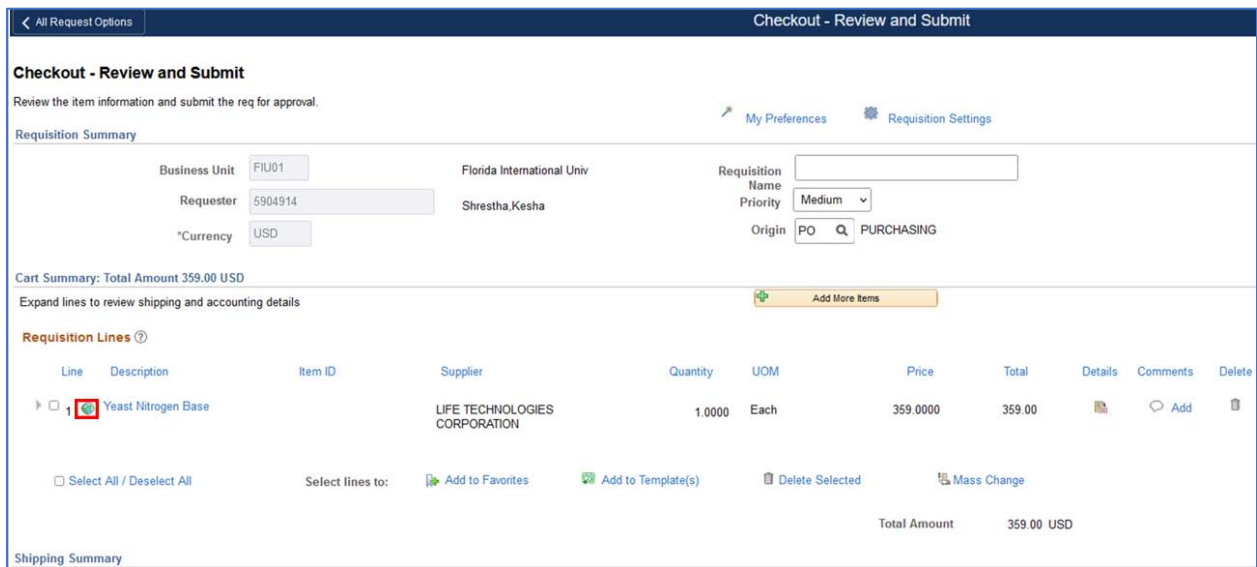
- After adding all the items in the cart, Click the **Cart** symbol and click on **Checkout**.



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



- 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.



- 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**.