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| A number of suppliers on the SAP Ariba Network offer Quote-To-Shopping-Cart capability as part of their e-catalog functionality. Departmental Shoppers can request a supplier (via the University-established Customer Service Representative) to write one or more customized quotes and place onto their respective e-catalog. The Shopper can navigate to the supplier’s e-catalog through SAP Ariba and utilize their quote-to-cart tool to transfer all line items to their Shopping Cart for easy and convenient ordering. Customized quotes are frequently used for orders that may qualify for special pricing, have many line items, or have other content of a customized nature. | |
| **Role:** Shopper | **Frequency:** As Needed |

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| **Load Quote-To-Shopping Cart for Bio-Rad** | |
| 1. Begin from your Shopper tab |  |
| 2. From the left Detailed Navigation menu, Click Shopping Cart.  Click Create Shopping Cart |  |
| 3. Select and Set Default Values as normal. This includes entering your cost object (cost center or WBS Element-Grant) and completing the c/o Delivery Person, room, and floor on the Delivery Address tab.  Remember, your Default Delivery Building should previously have been set in your Shopper Settings from your dashboard. That default building information and address will flow in automatically. |  |
| 4. Select the Ariba Catalog from the Add Item menu |  |
| 5. From the Ariba landing page, click View All Suppliers from the Supplier menu |  |
| 6. You will be presented with a list of vendors available in the Ariba system. Click the link for Sid Tool Company Inc. dba MSC Industrial. |  |
| 7. Click the Buy from Supplier button. |  |
| 8. You will be taken to the MSC punchout catalog. |  |
| 9. At the top of the page Search by Clicking on Quote Number. |  |
| 10. Enter your quote number |  |
| 11. Review Quote |  |
| 12. Click on the items you want from your quote |  |
| 13. Then click Add Selected Items to Cart |  |
| 14. Click Check Out |  |
| 15. You will be brought to your Order Summary. Click Check Out again. |  |
| 16. This will bring you to a detailed summary. Click Check Out again. |  |
| 17. Your items will be brought into the Ariba cart for you to review. |  |
| 18. You will have the option to edit your cart, continue shopping or check out. |  |
| 19. By clicking Checkout you will be returned to SRM where you will finalize your order. |  |
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