How to Place Terrier Marketplace Catalog Orders

Sourcing & Procurement
Terrier Marketplace Catalogs

Terrier Marketplace Catalog Types:

1. University-hosted catalogs: supplier products entered into and manually maintained by the University in Terrier Marketplace

2. Supplier-hosted catalogs: supplier products hosted on customized BU catalog maintained by the supplier (also known as Punch-out Catalogs)

Mixed Catalogs:

- Suppliers with mixed catalog types, have items available on both University-hosted and Supplier-hosted catalogs

- Mixed catalog supplier examples:
  - WB Mason
  - ABCAM Inc
  - USA Scientific

*Searching for products in the top search bar of Terrier Marketplace only searches University-hosted catalogs; products from Supplier-hosted catalogs are not displayed in search results.
Terrier Marketplace is a central location of product catalogs from Boston University’s negotiated and contracted suppliers.

- Click ‘Procurement’ tab in BUworks*
- Click ‘Place and Manage Orders’
- Click ‘Shopping Cart’ to open a new cart in separate window

*Individuals must have the designated ‘Shopper’ role in BUworks to access Terrier Marketplace.
Two types of supplier product catalogs:

1. University-hosted (hosted) catalogs
2. Supplier-hosted (punchout) catalogs

- Click ‘Set Values’ to set Single-Cart Default Values *
- Click ‘Add item’ to access Terrier Marketplace
- Select ‘Terrier Marketplace’ to open the marketplace in a new window

*If required, set default delivery address and account assignment before adding an item to the shopping cart. See ‘Single-Cart Default Settings’ for instructions.
**Terrier Marketplace Catalogs**

Two types of supplier product catalogs:
1. University-hosted (hosted) catalogs
2. Supplier-hosted (punchout) catalogs

- **Step 6.** Browse all catalogs available
- **Step 7.** Search University-hosted catalogs
  - Browse Supplier-hosted catalogs by:
    - Product Category
    - Supplier
  - Search University-hosted only catalogs by following criteria*:
    - Product name
    - Part number
    - Key word

*Searching for products in the top search bar of Terrier Marketplace, only searches University-hosted catalogs; product from Supplier-hosted catalogs are not displayed in search results.
University-hosted Catalogs *

University-hosted catalogs: products entered into and manually maintained by the University in Terrier Marketplace.

- Find the desired item
- Enter desired quantity
- Click ‘Add to Cart’ ‡
- Click cart icon at the top of the screen
- Click ‘Review Cart’ in pop-up window

‡The ‘Add to Cart’ button indicates the product is on a University-hosted catalog.

*This slide and the following slide explain how to shop University-hosted catalogs, for the steps to order from a Supplier-hosted catalog, skip ahead two slides.
University-hosted Catalogs

University-hosted catalogs: products entered into and manually maintained by the University in Terrier Marketplace.

Step 12. Review Cart Items

Review items in the shopping cart

Step 13. Click Checkout

Click ‘Checkout’ * ‡

*Clicking ‘Checkout’ will pull the items into the BUworks shopping cart.

‡The next four slides explain how to shop Supplier-hosted catalogs, for the final steps to complete a University-hosted catalog order, skip ahead to Step 21.
Supplier-hosted Catalogs

Supplier-hosted catalogs: customized product catalogs maintained by the supplier, accessed using a portal button on Terrier Marketplace.

- Find product or supplier
- Click ‘Buyer from Supplier’

Step 14. Click Buy from Supplier

- The ‘Buy from Supplier’ button indicates the products are on a Supplier-hosted catalog.
**Supplier-hosted Catalogs**

*Supplier-hosted catalogs: customized product catalogs maintained by the supplier, accessed using a portal button on Terrier Marketplace.*

- Find product on Supplier-hosted catalog
- Click ‘Add to Cart’*
- Click ‘Checkout’*

*Supplier-hosted catalog appearance varies; the ‘Add to Cart’ and ‘Checkout’ buttons may look different or be in a different location.
Supplier-hosted Catalogs

Supplier-hosted catalogs: customized product catalogs maintained by the supplier, accessed using a portal button on Terrier Marketplace.

- Step 17. Click Review Cart
- Step 18. Click Cart Icon

- Click cart icon
- Click ‘Review Cart’ in the pop-up window
Supplier-hosted Catalogs

**Supplier-hosted catalogs:** customized product catalogs maintained by the supplier, accessed using a portal button on Terrier Marketplace.

- Review items in the shopping cart
- Click ‘Checkout’*

* Click ‘Checkout’ to pull the items from Terrier Marketplace, into the BUworks shopping cart.
All Terrier Marketplace items are pulled into the BUworks shopping cart to complete the final order submission.

- Review line items for accuracy*
- Click ‘Order’

* Click ‘Checkout’ on Terrier Marketplace to pull items into the BUworks shopping cart and check the shopping cart to confirm all items transferred successfully.