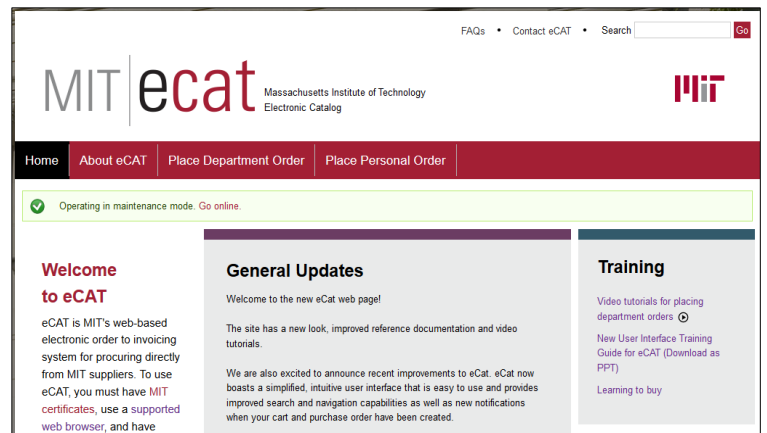
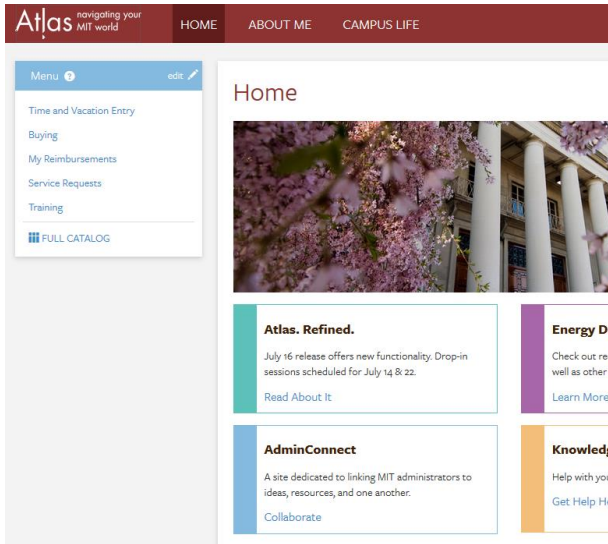


There are two options for accessing eCat (Electronic Catalogs):

1. Go to the [ATLAS](#) Home page

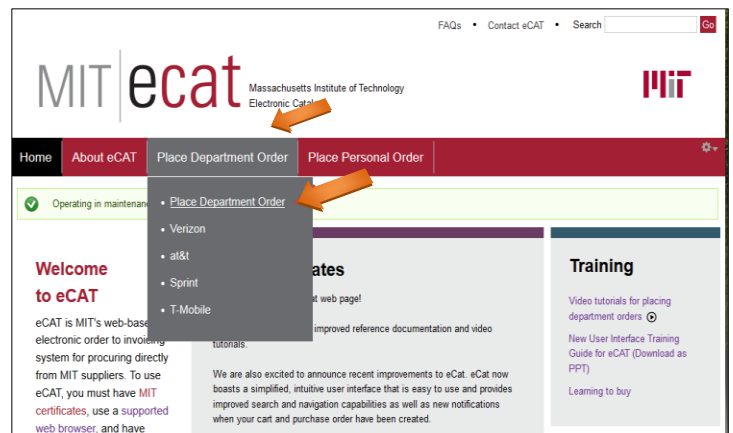
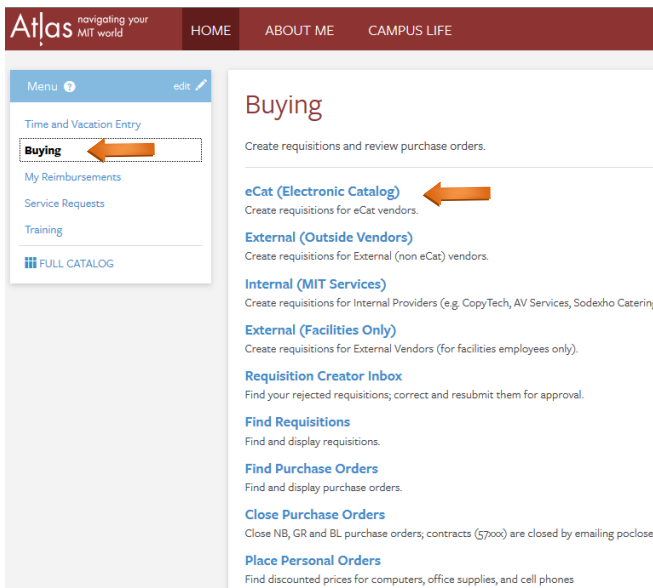
OR

2. Go to the [eCat](#) Home page



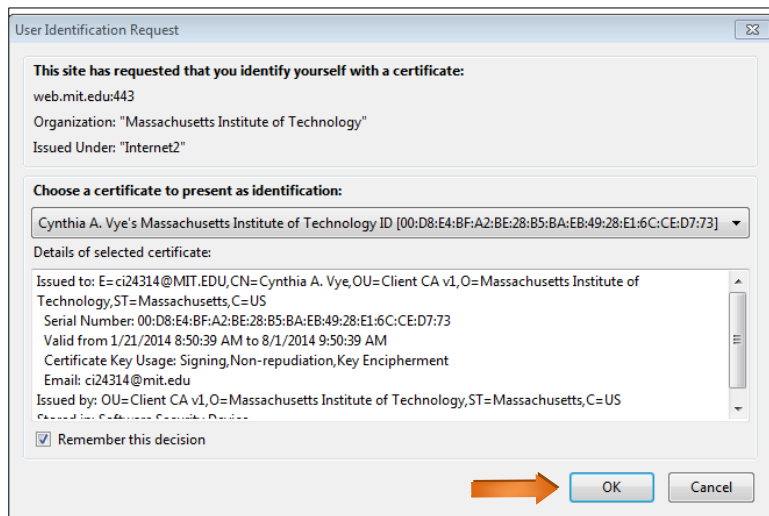
Click on the **Buying** tab and select **e-Cat (Electronic Catalogs)** listed under **Requisitions**

Click on the **Place Department Order** tab and select **Place Department Order**

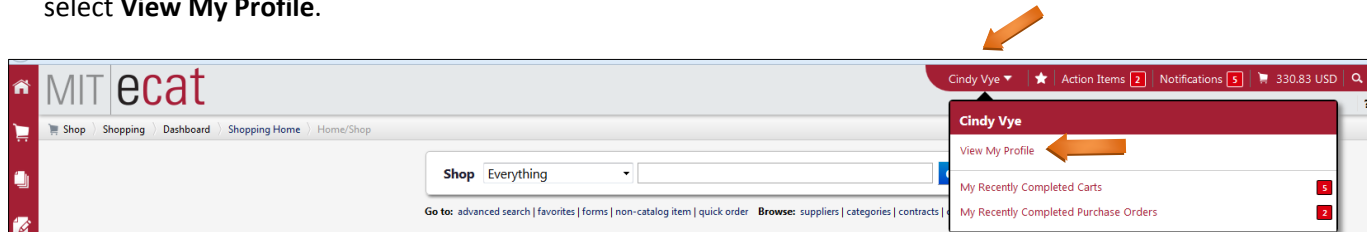


User Profile Setup

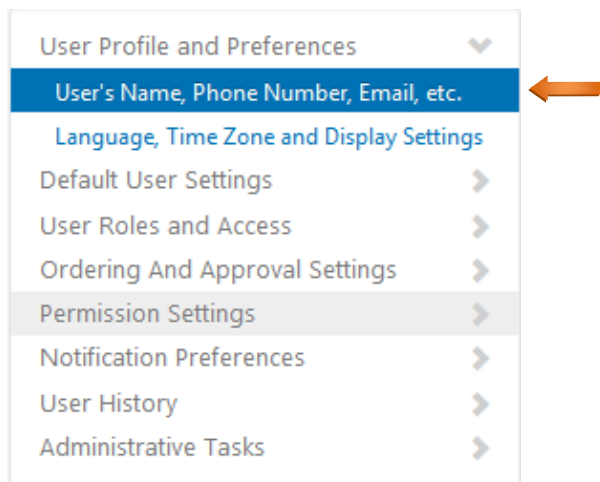
- This will take you to the **User Identification Request Page** where you will identify yourself with a **Certificate**. Choose a **Certificate** to present as identification and click **Ok**



- Once you are on the **Home** page, click the drop-down next to **your name** at the top of the page and select **View My Profile**.



- Go to **User Profile and Preferences** and select **User's Name, Phone Number, Email, etc.**



User Profile Setup

6. Enter your information in the following applicable fields: **First and Last Name, Phone Number, and Location**. The Location is **MIT**. Click **Save**

My Profile > User's Name, Phone Number, Email, etc. ▾

Ben Simon

User Name

User Profile and Preferences ▾

- User's Name, Phone Number, Email, etc.
- Language, Time Zone and Display Settings
- Default User Settings >
- User Roles and Access >
- Ordering And Approval Settings >
- Permission Settings >
- Notification Preferences >
- User History >
- Administrative Tasks >

User's Name, Phone Number, Email, etc.

First Name

Last Name

Phone Number

+1 (617) 253-1362

Country Code, Area, Phone Number, Extension

E-mail Address

Location

User Name

Authentication Method

Organization Terms and Conditions accepted on 1/28/2014 12:19 PM [Terms and Conditions](#)

7. Go back to **User Profile and Preferences** (located in the upper left corner of the page) and select **Language, Time Zone and Display Settings**

User Profile and Preferences ▾

- User's Name, Phone Number, Email, etc.
- Language, Time Zone and Display Settings**
- Default User Settings >
- User Roles and Access >
- Ordering And Approval Settings >
- Permission Settings >
- Notification Preferences >
- User History >
- Administrative Tasks >

User Profile Setup

8. Enter your information in the following applicable fields: **Language, Country, and Currency**. The Language is English, the Country is United States, and the Currency is USD. Click **Save**

Language, Time Zone and Display Settings

Select a Language ←

Country ←

Currency ←

Color Theme

User Interface Style

Enable Accessibility Mode

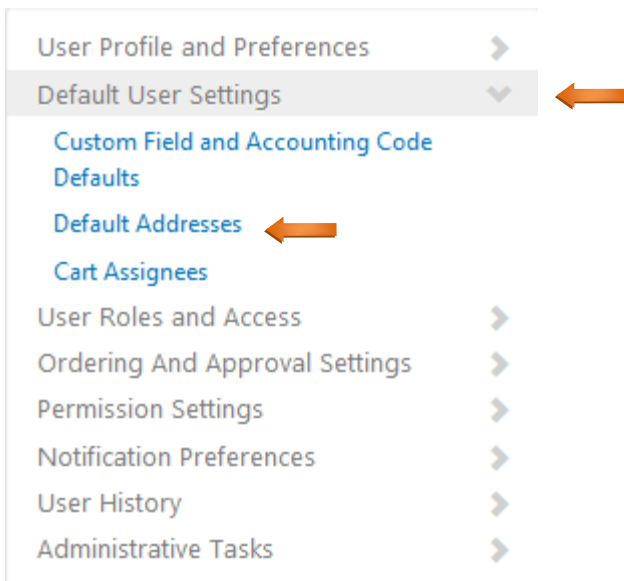
Help on mouse over

Preferred email format

Access Training Content Configuration

←

9. Go back to **Default User Settings** and select **Default Addresses**.



10. Before selecting the **“Ship To”** address for your location in eCat, go to the [Facilities Services](#) page to determine if your building uses a **Shipping/Receiving Room** for deliveries.

11. **Select your building** and click **Go**. If your **Ground Deliveries** address matches one of the **Shipping/Receiving Rooms** on the right side of the page, use that **Building** when selecting your “**Ship To**” address in eCat.

12. Click on the “**Ship To**” tab and click **Select Addresses for Profile**.

User Profile Setup

13. Use the drop-down to change the **Results per Page** to **200** and click **Search**. Then locate the “Ship To” address that your orders will be delivered to.

Default Addresses

No addresses defined in profile.

Ship To | Bill To

Select an address to edit Select Addresses for Profile

No addresses defined in profile.

Shipping Addresses

Address Search

Nickname / Address

Text

Results per Page 200

Search

14. Click the **radio button** next to the building number of where your orders will be delivered.

Bldg_NE49 MIT Bldg. NE49
600 Tech Sq
Cambridge, MA 02139
United States

User Profile Setup

15. Enter your **Name, Bldg., Room Number, and E-mail**. Make sure that **Default** is checked if you want the “Ship To” address that you have selected to be the default “Ship To” address on your profile. Validate the information that you have populated and click **Save**. If you require multiple “Ship To” addresses go to Step 16, if not go to Step 17.

Default Addresses

No addresses defined in profile.

Ship To Bill To

Select an address to edit Select Addresses for Profile Delete Address

No addresses defined in profile.

Shipping Addresses

Edit Selected Address

Nickname: Bldg_NE49

Default:

Current Default Address: ---

ADDRESS

Name: Cindy Vye

Bldg.: Bldg_NE49

Rm. No.: 3rd Floor

E-mail: ci24314@mit.edu

Address Line 1: MIT Bldg. NE49

Address Line 2: 600 Tech Sq

City: Cambridge

State: MA

Zip Code: 02139

Country: United States

Save

16. If you require multiple “Ship To” addresses, **DO NOT** check **Default**. Click **Select Addresses for Profile**, select the address, and **Save**. The “Ship To” addresses that you have selected will appear under **Shipping Addresses** on the left side of the page. Enter your **Name, Bldg., Room Number, and E-mail**. Validate the information that you have populated and click **Save**.

Default Addresses

Ship To Bill To

Select an address to edit Select Addresses for Profile Delete Address

Shipping Addresses

Bldg_NE49

E19_Recvng

Edit Selected Ship To Address and email address for order confirmation

Nickname: E19_Recvng

Default:

Current Default Address: ---

ADDRESS

Name: Cindy Vye

Bldg.: E19_Recvng

Rm. No.: 3rd Floor

E-mail: ci24314@mit.edu

Address Line 1: MIT Bldg. E19 Receiving

Address Line 2: 400 Main St

City: Cambridge

State: MA

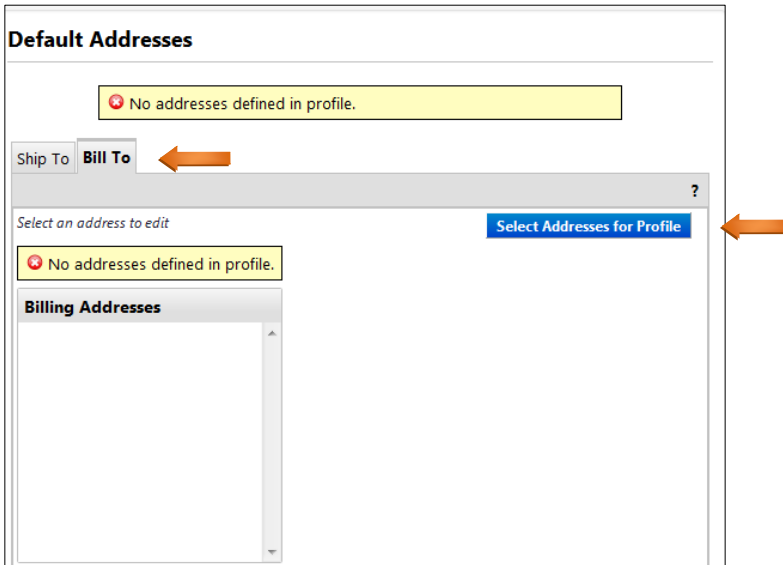
Zip Code: 02142

Country: United States

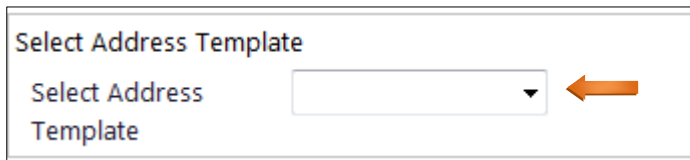
Save

User Profile Setup

17. To find the “Bill To” address for MIT, click **Select Default Addresses for Profile**.



18. Click the drop-down next to select address and select **Accounts Payable**



19. Make sure that **Default** is checked because the vendor will need to submit all invoices to Accounts Payable for Payment. Click **Save**.

