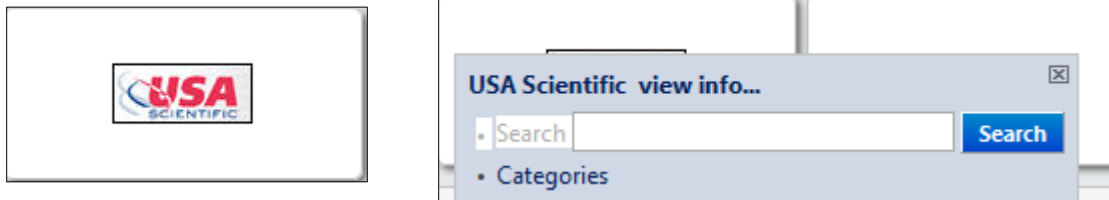


1. Go to the [ATLAS](#) or the [eCat Homepage](#) and Log into eCat

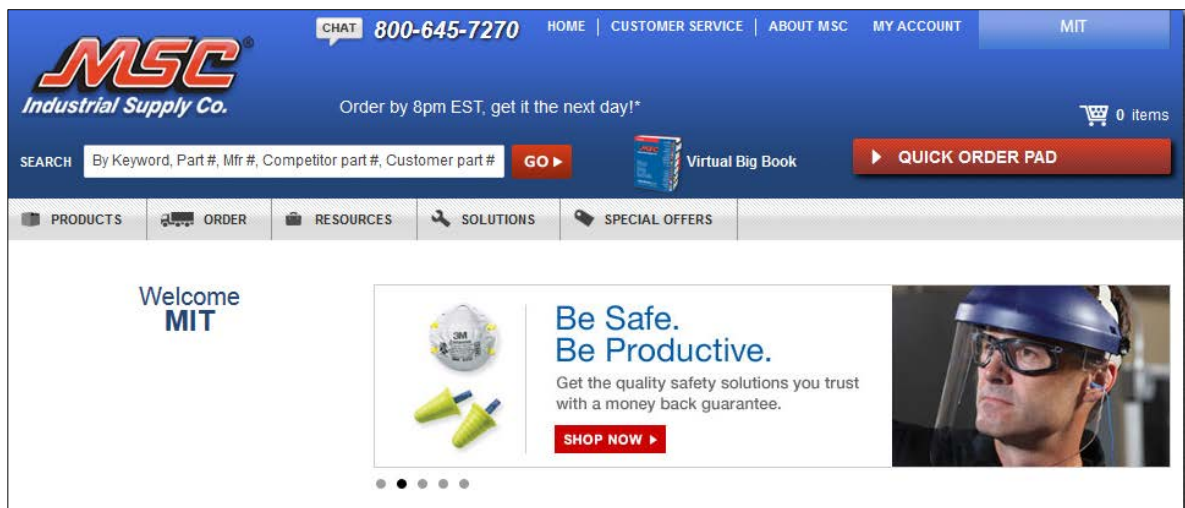
2. Select the Vendor Icon to Start Shopping

We have two different types of catalogs. **Hosted** catalogs are those provided by the supplier. A **Punch-out** catalog is a mirror of the vendor's external website, except with set pricing for the MIT Campus. Click the icon of the Vendor you would like to shop with.

- For a hosted catalog, clicking the vendor icon will bring up a search menu. When you have found the items that you want to purchase, click add to cart and start building your shopping cart.



- When you select a vendor that has a punch-out, clicking their icon will take you to their external site. You can build your cart there and then transfer it to ATLAS (SAP) once you are ready.



How to Buy

- If you need to add items to your order once your cart has transferred to eCat, you can click the [Continue Shopping](#) link in the top right. This will take you back to the main eCat page. From here, return to the vendor's catalog and continue adding lines.

The screenshot shows the MIT ecat shopping cart for user 'tester'. The cart contains 11 items with a total value of 414.69 USD. An orange arrow points to the 'Continue Shopping' link in the top right corner. Below the cart items, there is a table with columns for Product Description, Unit Price, Quantity, and Total. Two items are visible:

| Product Description | Unit Price | Quantity | Total |
|---|------------------|----------|------------|
| Rope Hooks: Overall Length: 43/16 Inch; Wire Diameter: 5/16 Inch; Stanley Finish Code: US2C; Finish/Coating: Zinc; Material: Steel Part Number: 00040618 | 2.95 USD EA | 10 | 29.50 USD |
| Punch Kits: Type: Standard Punch Kit; Shape: Round Part Number: 04226312 | 385.19 USD EA | 1 | 385.19 USD |

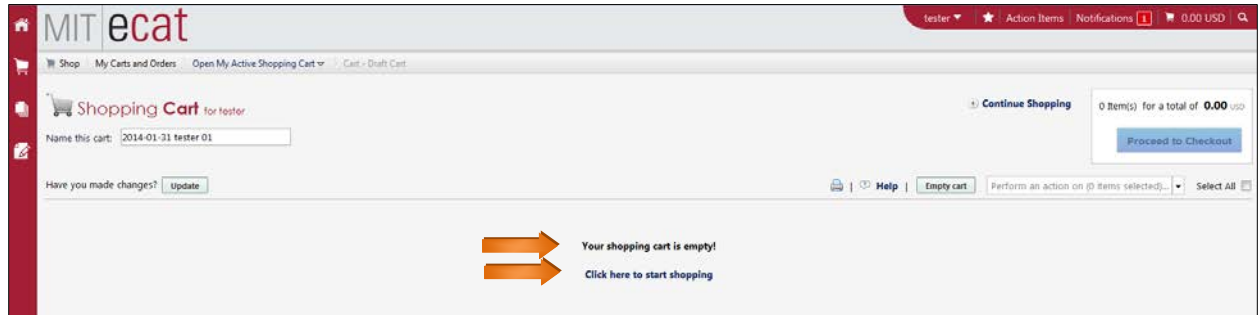
- If you need to delete an item off of your order, select the checkbox at the far right side of the item's row. Click on the above **Perform an action on** pull-down box. Click **Remove Selected Items** and the item will disappear. **Please DO NOT** make any quantity changes or delete items at the **edit cart** screen. The vendor will not know that you have added or deleted to your order if you have not pulled them from their website.

The screenshot shows the MIT ecat shopping cart interface with the 'Perform an action on' dropdown menu open. An orange arrow points to the 'Remove Selected Items' option in the dropdown menu. Another orange arrow points to the checkbox at the far right of the second item's row in the table below:

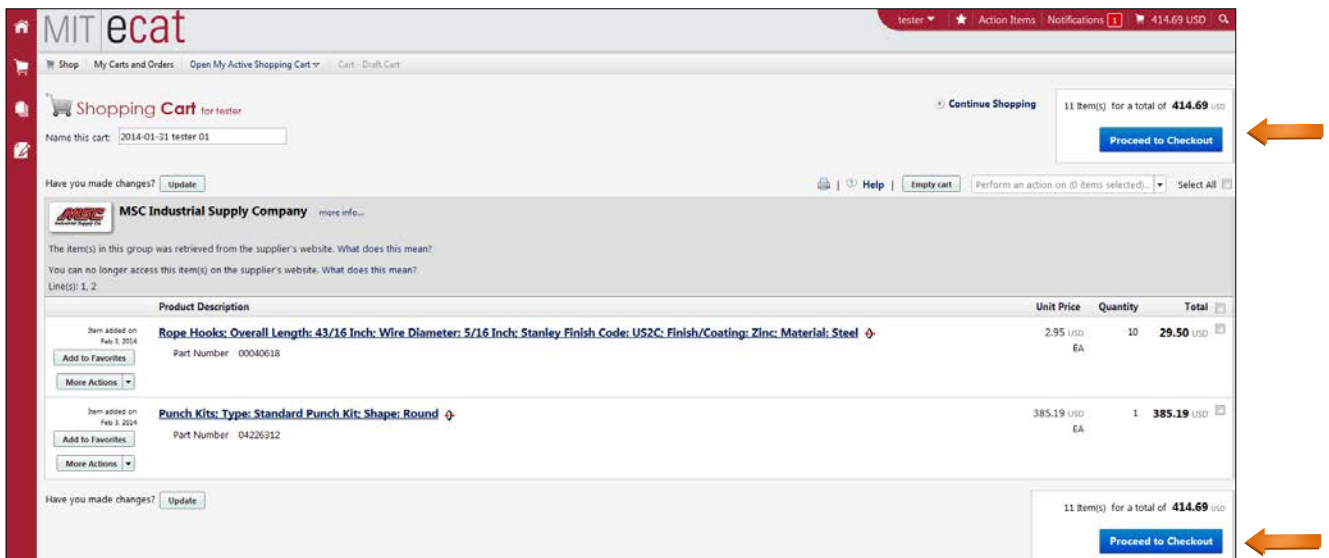
| Product Description | Unit Price | Quantity | Total |
|---|------------------|----------|------------|
| Rope Hooks: Overall Length: 43/16 Inch; Wire Diameter: 5/16 Inch; Stanley Finish Code: US2C; Finish/Coating: Zinc; Material: Steel Part Number: 00040618 | 2.95 USD EA | 10 | 29.50 USD |
| Punch Kits: Type: Standard Punch Kit; Shape: Round Part Number: 04226312 | 385.19 USD EA | 1 | 385.19 USD |

How to Buy

- If you remove all of the items in your cart you will receive a message that **your shopping cart is empty**. Click on the **Click here to start shopping** link and it will bring you back to the main eCat page. From here, return to the vendor's catalog and recreate the cart.



- Once you have finished shopping click **Proceed to Checkout**.



7. Click **Review/Confirm Order**, and then **Submit Order**.

8. You will be asked to identify yourself with a certificate again. Choose a **Certificate** to present as identification and click **Ok**.

9. This will bring you to the **Create Requisition** screen in SAP. Populate the following required fields (*) for each line item: **Material Group**, **Distribution**, **Cost Object**, and **GL Account**. Verify the information, and click **Submit Requisition**.

MIT

Create Requisition – ECAT Vendor

General Information

| | | | |
|-----------------|----------------|---------------------------|---------------------------------|
| Created by | Cynthia A. Vye | Requisition Created for | ci24314 |
| Goods Recipient | Cindy Vye | Unloading Point | MIT Bldg-Rm/Phone |
| Tracking # | 1084812 | | Bldg_NE49-3rd Floor |
| Vendor # | 113509 | Recipient's Email Address | ci24314@mit.edu |
| | | Vendor Name | MSC INDUSTRIAL SUPPLY ECAT ONLY |

Delivery Text: Punchout

Internal Note (not printed on PO):

Line Item Information

| # | Item Summary | Distrib | Cost Object | G/L Acct |
|--------------------------|---|---------|-------------|---------------------------|
| 10 | Description: Rope Hooks; Overall Length: 43/16 Inch; SKU/Part #: 00040618 Delivery Date: 01/24/2014 Material Group: Mechanical Supplies Quantity: 10 EA x \$2 9500 | 100 % | 1273100 | 420228 |
| | | | | Line Item Total: \$29.50 |
| 20 | Description: Punch Kits; Type: Standard Punch Kit; S SKU/Part #: 04226312 Delivery Date: 01/24/2014 Material Group: Mechanical Supplies Quantity: 1 EA x \$385.1900 | 100 % | 1273100 | 420228 |
| | | | | Line Item Total: \$385.19 |
| Total Requisition | | | | \$414.69 |

Buttons: [Submitt Requisition](#) [Clear Form](#)

10. The **Requisition Receipt** is created. The two options available to save the requisition for your files are **Print this Page** or **Create PDF**.

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Display Requisition – Receipt

FOR DISPLAY ONLY. NOT A LEGAL PURCHASE ORDER DOCUMENT.

Buttons: [Create New Req](#) [Print this Page](#) [Create PDF](#)

| | | | |
|-----------------|-----------|-------------------------|---|
| Requisition # | 11799411 | Date Created | 01/23/2014 |
| Created by | CI24314 | Requisition Created for | ci24314 |
| Goods Recipient | Cindy Vye | Unloading Point | MIT Bldg-Rm/Phone |
| Vendor # | 113509 | | Bldg_NE49-3rd Floor |
| Tracking # | 1084812 | Vendor Name/Address | MSC INDUSTRIAL SUPPLY ECAT ONLY 75 MAXESS ROAD MELVILLE, NY 11747 |

Line Item Information

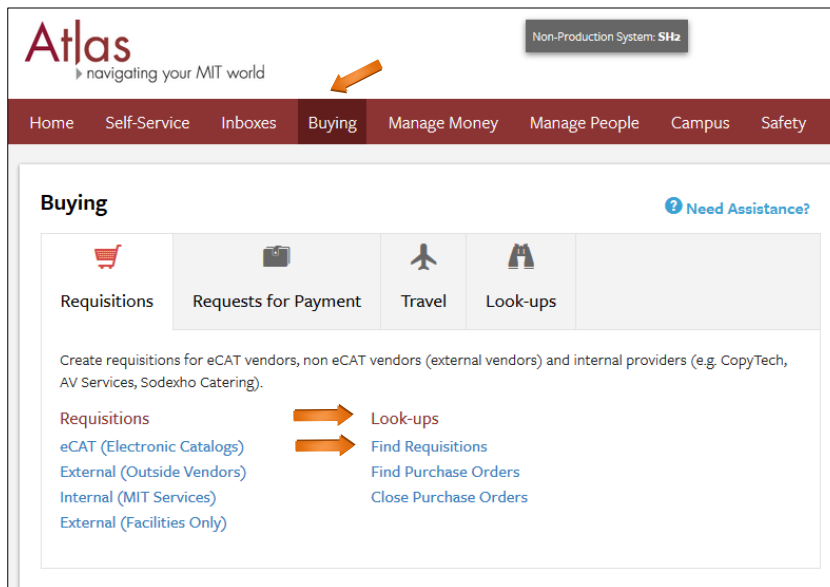
| # | Item Summary | Distrib | Cost Object | G/L Acct |
|--------------------------|---|---------|-------------|---------------------------|
| 10 | Description: Rope Hooks; Overall Length: 43/16 Inch; Quantity: 10 EA x \$2 9500 | 100 % | 1273100 | 420228 |
| | | | | Line Item Total: \$29.50 |
| 20 | Description: Punch Kits; Type: Standard Punch Kit; S Quantity: 1 EA x \$385.1900 | 100 % | 1273100 | 420228 |
| | | | | Line Item Total: \$385.19 |
| Total Requisition | | | | \$414.69 |

Buttons: [Create New Req](#) [Print this Page](#) [Create PDF](#)

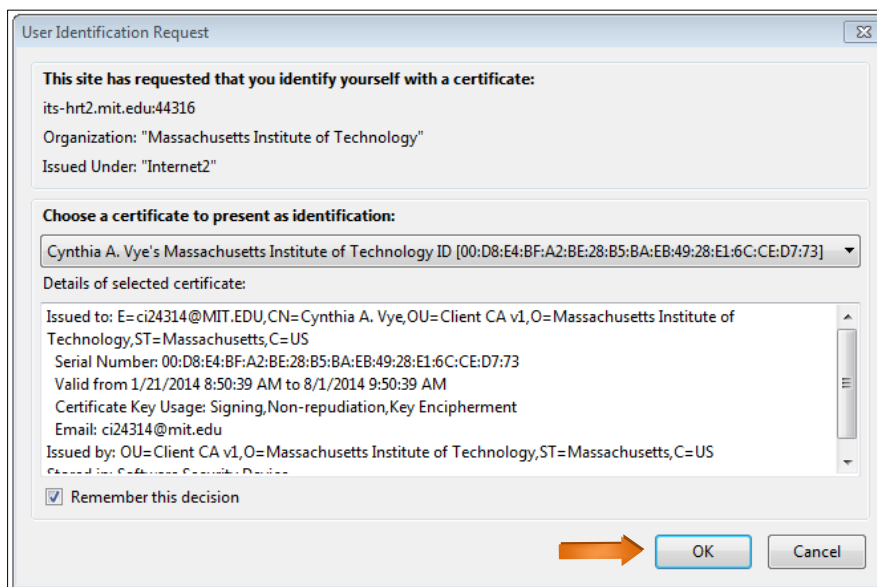
11. Once the **Requisition** is approved, a **Purchase Order** will be automatically generated and submitted to the vendor.

Quick Tips for Viewing Requisition and Purchase Order Details in ATLAS**Viewing Requisition Details**

1. Go to **ATLAS**, mouse over **Buying**, and click on **Find Requisitions** listed under **Look ups**.



2. You will be asked to identify yourself with a certificate again. Choose a **Certificate** to present as identification and click **Ok**.



How to Buy

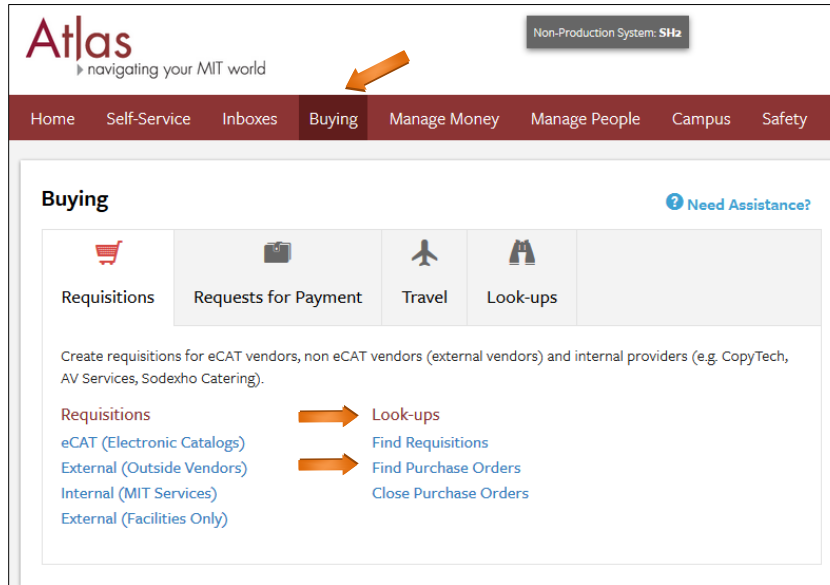
3. This will bring you to the **Search for Requisitions** screen in SAP. Enter the search criteria for the **Purchase Requisition** you want to display. For some fields, you can enter a single value or a range of values. When you have entered the criteria, click the **Search** button.

4. The **Display Purchase Requisition** screen will appear with all of the requisition details. **Note:** If the requisition has been approved, the **Purchase Order** will be listed next to **Related PO** on the document.

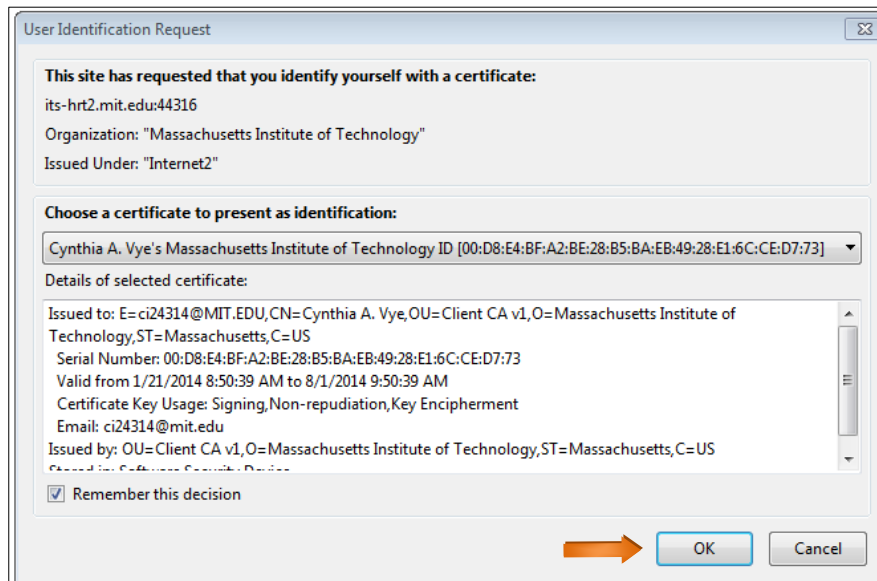
| Item # | Short Text (description) | Qty. Req. | Unit of Meas. | Unit Price | Total Price | Distrib. Amount | Cost Obj to Charge | G/L Acct to Charge |
|---------------------------|--|-----------|---------------|------------|-------------|-----------------|--------------------|--------------------|
| 10 | Rope Hooks; Overall Length: 43/16 Inch; | 10.000 | EA | 2.95 | 29.50 | 29.50 | 1273100 | 420228 |
| 20 | Punch Kits; Type: Standard Punch Kit; Sh | 1.000 | EA | 385.19 | 385.19 | 385.19 | 1273100 | 420228 |
| Total Requisition: | | | | | | 414.69 USD | | |

Viewing Purchase Order Details

1. Go to **ATLAS**, mouse over **Buying**, and click on **Find Purchase Orders** listed under **Look ups**



2. You will be asked to identify yourself with a certificate again. Choose a **Certificate** to present as identification and click **Ok**.



3. This will bring you to the **Search for PO** screen in SAP. Enter the search criteria for the **PO Number** that you want to display. If you know the requisition number, you can search by **Requisition #** to find the associated PO Number. For some fields, you can enter a single value or a range of values. When you have entered the criteria, click the **Search** button.

Massachusetts Institute of Technology: Purchasing
Name: Cynthia A. Vye

Search for PO

Search Clear Form

Search by Unique ID

PO Number 4501702233
Requisition #

--- or ---

Search by Value

Requisition # to Cost Object
Tracking # G/L Account
Creation Date to Profit Center
Vendor # Plant Agent Code Fund Center

Search Clear Form

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4. The **Display PO** screen will appear with all of the purchase order details.
Note: The requisition is referenced next to **Related Requisition #** on the document.

Massachusetts Institute of Technology: Purchasing
Name: Cynthia A. Vye

Display PO

FOR DISPLAY ONLY. NOT A LEGAL PURCHASE ORDER DOCUMENT

New Search Print this Page Display Invoice/Payment History

PO Number 4501702233 Date Created 01/23/2014
Related Requisition # 001799411 Requested Delivery Date 01/24/2014
Goods Recipient Cindy Vye
Vendor Number 113509 Unloading Point MIT Bldg-Rm/Phone Bldg_NE49-3rd Floor
Tracking Number 1084812 Vendor Name/Address MSC INDUSTRIAL SUPPLY ECAT ONLY
PO Created by EPRUDDEN SID TOOL CO
Purchasing Group Code ECA 75 MAXESS ROAD
MELVILLE, NY 11747

Delivery Info MIT10-Bldg_NE49
600 Tech Sq
Cambridge, MA 02139

Delivery Text Punchout
Punchout

Line Item Summary

| Item # | Description | Mat Grp | Qty | Unit | x | Unit Price | = | Total Price | Distrib | Cost Object | G/L Acct | |
|-----------------|--|---------|------|------|----|------------|--------|-------------|---------|-------------|----------|--------|
| 10 | Rope Hooks; Overall Length: 43/16 Inch; Rope Hooks; Overall Length: 43/16 Inch; Wire Diameter: 5/16 Inch; Stanley Finish Code: US2C; Finish/Coating: Zinc; Material: Steel Material Number: 00040618 | | 1470 | 10.0 | EA | x | 2.95 | = | 29.50 | 29.50 | 1273100 | 420228 |
| 20 | Punch Kits; Type: Standard Punch Kit; Sh Punch Kits; Type: Standard Punch Kit; Shape: Round Material Number: 04226312 | | 1470 | 1.0 | EA | x | 385.19 | = | 385.19 | 385.19 | 1273100 | 420228 |
| Total PO | | | | | | | | | 414.69 | USD | | |

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