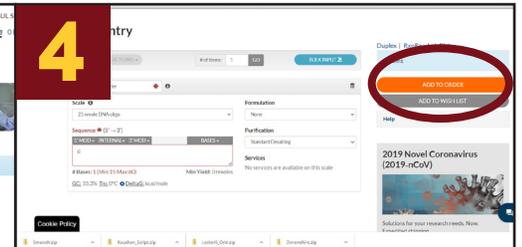
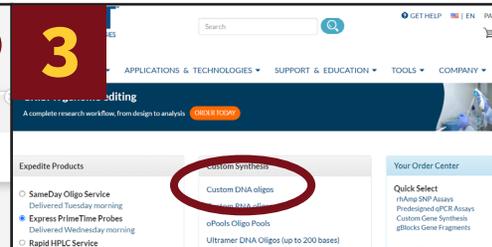
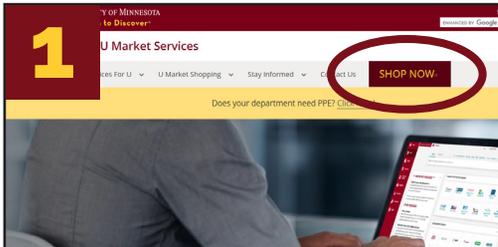


*NOTE: This guide is for "Shoppers." If you are a "Requestor," please follow the guides provided in your training materials.*



See below for a quick guide to learn how to order IDT products on U Market! If you have any specific questions or need further help visit the [training materials](#) section on our website or contact U Market Customer Support at [ums@umn.edu](mailto:ums@umn.edu), 612-624-4878.

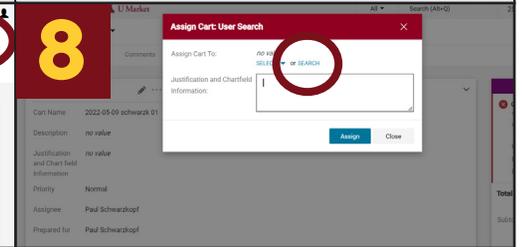
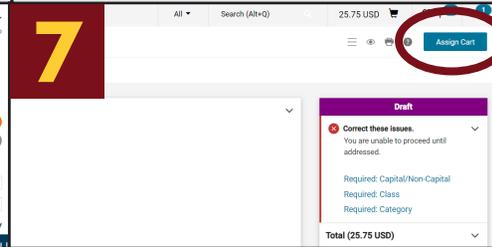
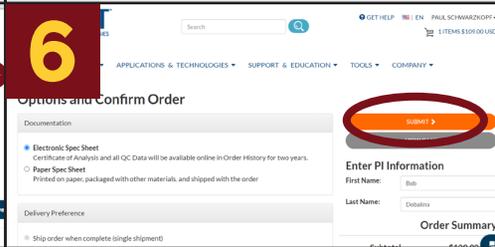
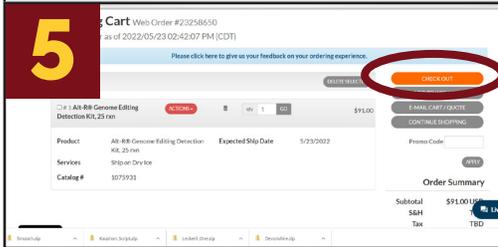


1 Visit [umarket.umn.edu](http://umarket.umn.edu) and click the "SHOP NOW" button on the upper-right-hand corner of the page. Then login with your UMN Internet ID.

2 In U Market, scroll down until you come to the "Lab Equipment & Supplies" section. Then, click on the tile with the "IDT" logo. On the pop-up menu, click the link labeled, "PunchOut."

3 On the IDT website, proceed with ordering your products as you have in the past. For example, click on "Custom DNA oligos."

4 Fill out your custom DNA information then click, "Add to Order."

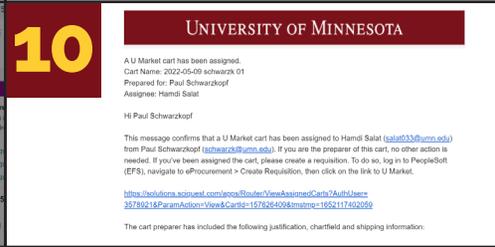
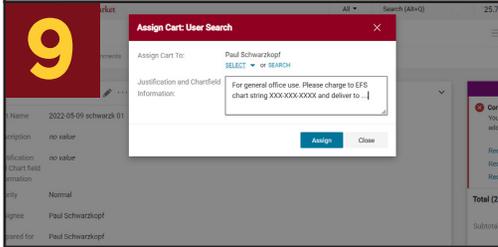


5 After you've added all the items you want, click the cart icon in the upper-right-hand corner. Then, on the cart checkout screen, click "Check Out."

6 Fill out the appropriate order information then click, "Submit."

7 Your order will now be brought into U Market and you'll be brought to the cart checkout screen. Click "Assign Cart" in the upper-right-hand corner.<sup>1</sup>

8 If you've never assigned a cart to someone new, or you need to assign a cart to someone new, click "Search." Then find their name using one of the search fields.



9 If you've assigned a cart to someone in the past, click "Select" and choose their name. In the text box, put in the EFS chart string to be charged, what the products are for, and where the items should be delivered.<sup>2</sup>

10 You will receive a confirmation email saying that your cart has been assigned. And that's it—you're all done! Your requestor will take it from here and will reach out if they have any questions.

## FOOTNOTES

- <sup>1</sup> In short, you will be assigning your cart to a "Requestor." This is a special U Market role who will fill in all the financial information so you don't have to. If you are unsure who your Requestor is, check with your finance department.
- <sup>2</sup> Your unit may have specific information you should include when assigning a cart. Check with your finance department if you are unsure what to enter.