Ordering from the i-Buy NYU Marketplace

**Step 1:** Using your NetID, log onto [https://globalhome.nyu.edu](https://globalhome.nyu.edu)

- Click on the “Work” tab located on the left-hand side of the screen.
- Use the search bar on the upper right-hand side of the page to search for the program titles “i-Buy NYU,” and then proceed to click on the option given.

- Click “GO” to launch i-Buy NYU.
**Step 2: Accessing the i-Buy NYU Marketplace**

- From the i-Buy NYU home screen, you can access the i-Buy marketplace, which displays NYU’s preferred suppliers; each supplier is divided by category.

- To shop and place an order, first click on the vendor whose catalog you would like to access. You can also use the search bar above to search for a specific item through multiple catalogs, as pictured below.
Step 3: Shopping in an i-Buy NYU Marketplace Catalog (Punch-out Catalog)

- Click on the vendor’s icon from the i-Buy NYU homepage to be redirected to the supplier’s website. If using the item search option, click “Order from Supplier” to access their website.

- Search in the supplier’s website for what you would like to order. Once you are ready to checkout, navigate to your shopping cart on the supplier’s website and submit your cart after reviewing your items.

- **Note:** For some suppliers, there is a minimum dollar amount for order. If your order does not meet the minimum, please see the Administrative Aide II to have your item(s) included in a larger order.

- You will then be redirected back to your active shopping cart in i-Buy NYU, where the items will now appear.
Step 4: Assigning Your Shopping Cart

- Once you have selected the items that you would like to order, you must assign the shopping cart to an ISAW administrator for their approval and submission. Click “Assign Shopping Cart” on the top right-hand of the screen.

- To assign your shopping cart to an approver, select the “Search for an assignee option.” Returning users can select from their profile values.

- Search for the correct person based on the given search fields.
  - Cart Assignees for Scholar Research Funds:
    - Computers or related purchases – Kristen Soule
    - All other purchases – Julianna Reitz
Step 5: Submitting Your Cart for Approval

- Once you find the correct user, click “select.”

<table>
<thead>
<tr>
<th>Name</th>
<th>User Name</th>
<th>Email</th>
<th>Phone</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soule, Kristen</td>
<td>KS156</td>
<td><a href="mailto:ks156@nyu.edu">ks156@nyu.edu</a></td>
<td>+1 (212) 992-7845</td>
<td>[select]</td>
</tr>
</tbody>
</table>

- You can now check the box, “Add to Profile,” to add this assignee to your favorite profile values for future use. You can also choose to add a note to the assignee about your cart.

- Finally, click “Assign” to submit your cart for approval.

Other NYU Resources on This Topic:

i-Buy NYU Resource Portal

Tip Sheet: Submitting Punchout Order

Training Video: Submitting Catalog/Punch-out Orders