Shop provides the tools to search the catalogs within Emory Express. You can view and compare products within a product category, add items to your shopping cart, or add items to your Favorites list.

1. To search within a product category, click the drop down arrow and select the category. Then enter the product description, part (SKU) number, or supplier name. Click Go.

   **Preferred Primary Contract** indicates top choice suppliers for Emory.
   **Emory Contract**: indicates Emory negotiated discount pricing.

2. Filter search results using links to the left. Sort by using the drop down at the top of your results.

3. Enter the number of items in the text box and select Add to Cart.

4. Select the dollar amount in your banner and Checkout.

5. For projects ending within 60 days, select the General link and Check the Grant Purchase Validation box. Save. *See manual for certification language.

6. Select Final Review

7. Edit the Ship To. Save.

8. Edit the SmartKey and Account Code. Save.

9. Check Budget and Place Order. Review the History link if the order fails budget check. Correct error, Budget check and Place Order.

Refer to the Emory Express User Manual for additional information on shop, including adding favorites and comparisons, and checkout.