

# UNIVERSITY OF DELAWARE<sup>®</sup> EXCHANGE

Shopping Using Hosted Catalogs  
*Revised 05/23/23*

# Shopping Using Hosted Catalogs

There are two types of catalogs in UD Exchange: hosted and punch-out. Both types of catalogs have UD-specific items and prices offered by UD-contracted suppliers.

- **Hosted** catalogs are maintained directly within UD Exchange.
  - The hosted catalog shopping experience has a consistent look and feel in UDX regardless of the supplier.
  - Hosted catalogs include pricing for each item do not require you to “punch-out” to another website.




Non-PO Payment Request

Subaward Request

NIIMBL Subaward Request





RFX Request (Option 2)




  
[University of Delaware Request](#)


3374895	2021-10-26 701280433 01	Drafts Assigned To Me	10/26/2021	18.57 USD
3362113	custodial supplies	Drafts Assigned To Me	10/18/2021	521.51 USD
3357206	Performance Space - UDX Outreach	Drafts Assigned To Me	10/11/2021	900.00 USD
3357095	Security cameras	Drafts Assigned To Me	10/10/2021	46,630.82 USD
	el Supplies	Drafts Assigned To Me	10/10/2021	322.86 USD
	al Items - Hosted	Drafts Assigned To Me	10/10/2021	156.23 USD
	ox	Drafts Assigned To Me	10/8/2021	9,880.00 USD
	Payment Test	Drafts Assigned To Me	9/29/2021	500.00 USD
	alog Test	Drafts Assigned To Me	9/29/2021	9,880.00 USD


From your **Shopping Home** page, select a supplier.

- Click on the **Supplier's logo** or **name**.
- Suppliers with *hosted* catalogs will *not* have the gray square icon with an arrow in it and will be noted as **"Hosted."**


  
Hosted (Philip Rosenau)



Number	Requisition	Requisitioner	Date	Total
3326603	2021-08-26 test500...	Rachel Requester	8/26/2021	1,500.00 USD

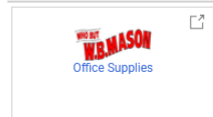
Displaying 1 of 1

[Search My Requisitions](#)

Technology Hardware/Software - Faculty/Staff



Office/Misc Supplies



MRO/Facilities

A pop-up search box will appear.

- Search for an **item** by entering keyword(s)
- Click the **magnifying glass** to search.

Technology Hardware/Software - Faculty/Staff



PHILIP ROSENAU COMPANY INC

disinfectant

Categories

Non-Catalog Item

Computer Hardware/Software - IT Professionals Only



3356940	POTO box	Drafts Assigned To Me	10/8/2021	9,880.00 USD
3349152	NonPO Payment Test	Drafts Assigned To Me	9/29/2021	500.00 USD
3349122	Non-Catalog Test	Drafts Assigned To Me	9/29/2021	9,880.00 USD

My Requisitions (last 90 days)

☐ View as Graph ☒ View as List

Number	Requisition	Requisitioner	Date	Total
3326603	2021-08-26 test500...	Rachel Requester	8/26/2021	1,500.00 USD

Displaying 1 of 1

[Search My Requisitions](#)

My Purchase Orders (last 90 days)

There are no POs to display.



**By Supplier**

✓ PHILIP ROSENAU COMPANY INC (42)

[Remove Filter](#)

**By Category**

☐ Cleaning and disinfecting solutions (41)

☐ Rags (1)

**By Commodity Code**

☒ 47000000 (42)

**By Packaging UOM**

☐ CS (38)

☐ BT (1)

☐ EA (1)

☐ PL (1)

☐ QT (1)

[Select Multiple Filters](#)

**By Result Type**

☒ Products (42)

**By Manufacturer**

☐ ESSENDANT (15)

☐ NATIONAL CHEMICAL LAB (4)

☐ BULLEN CO. (3)

Search Results: 42

This area helps you narrow down search results.

This area helps you narrow down search results.

CLOROX

from PHILIP ROSENAU COMPANY INC

Part Number  
CL-38504

60.18 USD

1 Add To Cart

WIPERS KIMTECH PREP WHT 12 IN FOR  
DISINFECTANTS 6/90CT  
from PHILIP ROSENAU COMPANY INC

Part Number  
6411

56.96 USD

1 Add To Cart

SO SA RTD TRIAD DISINFECTANT CLNR 1/5L  
from PHILIP ROSENAU COMPANY INC

Part Number  
3143429

27.85 USD

1 Add To Cart

SA VIREX II 256 DISINFECT CLEANER GL  
from PHILIP ROSENAU COMPANY INC

Part Number  
04332

91.52 USD

1 Add To Cart

10620 NSR MULTI-USE CARPET CLEANER 1  
GAL  
from PHILIP ROSENAU COMPANY INC

Part Number  
10620

125.40 USD

1 Add To Cart

DESCUM RENEW SOAP FILM REMOVER  
from PHILIP ROSENAU COMPANY INC

Part Number  
90629

26.24 USD

1 Add To Cart

SA RTD STRIDE CITRUS NEUTRAL CLEANER  
SL  
from PHILIP ROSENAU COMPANY INC

Part Number  
3063390

50.18 USD

1 Add To Cart

- Locate the **product/item** you want to order.
- Enter the **Quantity** needed.
- Click **Add to Cart**.

- Locate the **product/item** you want to order.
- Enter the **Quantity** needed.
- Click **Add to Cart**.



**By Supplier**  
✓ PHILIP ROSENAU COMPANY INC (42)  
[Remove Filter](#)

**By Category**  
☐ Cleaning and disinfecting solutions (41)  
☐ Rags (1)











**By Commodity Code**  
☐ 47000000 (42)

**By Packaging UOM**  
☐ CS (38)  
☐ BT (1)  
☐ EA (1)  
☐ PL (1)  
☐ QT (1)  
[Select Multiple Filters](#)

**By Result Type**  
☒ Products (42)

**By Manufacturer**  
☐ ESSENDANT (15)  
☐ NATIONAL CHEMICAL LAB (4)  
☐ BULLEN CO. (3)

Search Results: 42

 <b>CLOROX DISINFECTANT AERO 19 OZ</b> from PHILIP ROSENAU COMPANY INC Part Number CL-38504 60.18 USD 1 Add To Cart	 <b>WIPERS KIMTECH PREP WHT 12 IN FOR DISINFECTANTS 6/90CT</b> from PHILIP ROSENAU COMPANY INC Part Number 6411 56.96 USD 1 Add To Cart	 <b>SO SA RTD TRIAD DISINFECTANT CLNR 1/5L</b> from PHILIP ROSENAU COMPANY INC Part Number 3143429 27.85 USD 1 Add To Cart	 <b>SA VIREX II 256 DISINFECT CLEANER GL</b> from PHILIP ROSENAU COMPANY INC Part Number 04332 91.52 USD 1 Add To Cart	 <b>10620 NSR MULTI-USE CARPET CLEANER 1 GAL</b> from PHILIP ROSENAU COMPANY INC Part Number 10620 125.40 USD 1 Add To Cart
 <b>DESCUM RENEW SOAP FILM REMOVER GL</b> from PHILIP ROSENAU COMPANY INC Part Number 90629 26.24 USD 1 Add To Cart	 <b>PROCO ENZYMATIC SURFACE DEODORIZER QT</b> from PHILIP ROSENAU COMPANY INC Part Number 180136 29.28 USD 1 Add To Cart	 <b>SPEC ORD SA EXTRACTION RINSE CARPET GL</b> from PHILIP ROSENAU COMPANY INC Part Number 903730 58.64 USD 1 Add To Cart	 <b>SPEC ORD SA13888 PAINT OIL GREASE REMOVE</b> from PHILIP ROSENAU COMPANY INC Part Number 913888 99.64 USD 1 Add To Cart	 <b>SA RTD STRIDE CITRUS NEUTRAL CLEANER 5L</b> from PHILIP ROSENAU COMPANY INC Part Number 3063390 50.18 USD 1 Add To Cart

Once you are done adding items to your shopping cart, click the shopping cart icon located at the upper right corner of the page.



Simple Advanced

Go to: Non-Catalog Item | Service Item | Favorites | Forms | Shop | Trade-In | Quick Order

disinfectant

**By Supplier**

✓ PHILIP ROSENAU COMPANY INC (42)

[Remove Filter](#)

**By Category**

☐ Cleaning and disinfecting solutions (41)

☐ Rags (1)

**By Commodity Code**

☒ 47000000 (42)

**By Packaging UOM**

☐ CS (38)

☐ BT (1)

☐ EA (1)

☐ PL (1)

☐ QT (1)

[Select Multiple Filters](#)

**By Result Type**

☒ Products (42)

**By Manufacturer**






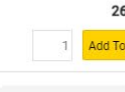
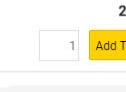
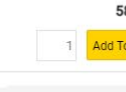
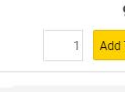
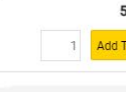
☐ ESSENDANT (15)

☐ NATIONAL CHEMICAL LAB (4)

☐ BULLEN CO. (3)

Search Results: 42

Click **View My Cart**. (Or, if you are ready to finalize your cart, click **Checkout**.)

<p><b>CLOROX DISINFECTANT AERO 19 OZ</b> from PHILIP ROSENAU COMPANY INC</p> <p>Part Number CL-38504</p> <p>60.18 USD</p> <p>1 Add To Cart</p> <p></p>	<p><b>WIPERS KIMTECH PREP WHT 12 IN FOR DISINFECTANTS 6/90CT</b> from PHILIP ROSENAU COMPANY INC</p> <p>Part Number 6411</p> <p>56.96 USD</p> <p>1 Add To Cart</p> <p></p>	<p><b>SO SA RTD TRIAD DISINFECTANT CLNR 1/5L</b> from PHILIP ROSENAU COMPANY INC</p> <p>Part Number 3143429</p> <p>27.85 USD</p> <p>1 Add To Cart</p> <p></p>	<p><b>SA VIREX II 256 DISINFECT CLEANER GL</b> from PHILIP ROSENAU COMPANY INC</p> <p>Part Number 04332</p> <p>91.52 USD</p> <p>1 Add To Cart</p> <p></p>	<p><b>10620 NSR MULTI-USE CARPET CLEANER 1 GAL</b> from PHILIP ROSENAU COMPANY INC</p> <p>Part Number 10620</p> <p>125.40 USD</p> <p>1 Add To Cart</p> <p></p>
<p><b>DESCUM RENEW SOAP FILM REMOVER GL</b> from PHILIP ROSENAU COMPANY INC</p> <p>Part Number 90629</p> <p>26.24 USD</p> <p>1 Add To Cart</p> <p></p>	<p><b>PROCO ENZYMATIC SURFACE DEODORIZER QT</b> from PHILIP ROSENAU COMPANY INC</p> <p>Part Number 180136</p> <p>29.28 USD</p> <p>1 Add To Cart</p> <p></p>	<p><b>SPEC ORD SA EXTRACTION RINSE CARPET GL</b> from PHILIP ROSENAU COMPANY INC</p> <p>Part Number 903730</p> <p>58.64 USD</p> <p>1 Add To Cart</p> <p></p>	<p><b>SPEC ORD SA13888 PAINT OIL GREASE REMOVE</b> from PHILIP ROSENAU COMPANY INC</p> <p>Part Number 913888</p> <p>99.64 USD</p> <p>1 Add To Cart</p> <p></p>	<p><b>SA RTD STRIDE CITRUS NEUTRAL CLEANER 5L</b> from PHILIP ROSENAU COMPANY INC</p> <p>Part Number 3063390</p> <p>50.18 USD</p> <p>1 Add To Cart</p> <p></p>

My Cart (2023-02-15 702214053 01)

**SO SA RTD TRIAD DISINFECTANT**

Quantity: 1  
Price: 27.85 USD

[View My Cart](#)

[Checkout](#)

27.85 USD



UNIVERSITY OF DELAWARE EXCHANGE

TEST SITE

AllSearch (Alt+Q)569.60 USD

Shopping Cart • Shopping Cart

Assign CartProceed To Checkout

SimpleAdvanced

Search for products, suppliers, forms, part number, etc.

Cart NameDisinfectant order

Description

Multi

Details

For Rachel Requester

Estimate (569.60 USD)

Subtotal569.60

Total569.60 USD

10

PHI

^ S

C

Q

• Enter a unique shopping **Cart Name** to easily identify or search for your shopping cart.

• If you have been advised that your Requester will complete the shipping and financial details for your orders, click **Assign Cart** and select your Requester.

OR

• If you have been advised that you are responsible for completing the shipping and financial details, click **Proceed to Checkout** to complete the details on the draft requisition before assigning.

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 WIPERS KIMTECH PREP WHT 12 IN FOR DISINFECTANTS 6/90CT	6411	CS	56.96	10 CS	569.60

ITEM DETAILS

Powered by JAGGAER | Privacy Policy



# Additional Features for Catalogs

- Adding Favorites
  - Save frequently purchased items.
- Advanced Search
  - Search for items across all UDX catalogs.



Simple Advanced Go to: Non-Catalog Item | Service Item | Favorites | Forms | Shop | Trade-In | Quick Order Browse: Suppliers | Categories | Contracts

disinfectant



Compare

BEST MATCH



By Supplier

✓ PHILIP ROSENAU COMPANY INC (42)

Remove Filter

By Category

☐ Cleaning and disinfecting solutions (41)

☐ Rags (1)

By Commodity Code

☐ 47000000 (42)

By Packaging UOM

☐ CS (38)

☐ BT (1)

☐ EA (1)

☐ PL (1)

☐ QT (1)

Select Multiple Filters

By Result Type

☒ Products (42)

By Manufacturer

☐ ESSENDANT (15)











☐ NATIONAL CHEMICAL LAB (4)

☐ BULLEN CO. (3)

Search Results: 42

## How To Add Favorites:

If you order the same items frequently, you can click the **heart icon** to add it as a favorite.

<p>Part Number CL-38504</p> <p>60.18 USD</p> <p>1 Add To Cart</p> <p> </p> <p><b>DESCUM RENEW SOAP FILM REMOVER GL</b> from PHILIP ROSENAU COMPANY INC</p> <p>Part Number 90629</p> <p>26.24 USD</p> <p>1 Add To Cart</p>	<p>Part Number 6411</p> <p>56.96 USD</p> <p>1 Add To Cart</p> <p> </p> <p><b>PROCO ENZYMATIC SURFACE DEODORIZER QT</b> from PHILIP ROSENAU COMPANY INC</p> <p>Part Number 180136</p> <p>29.28 USD</p> <p>1 Add To Cart</p>	<p>Part Number 3143429</p> <p>27.85 USD</p> <p>1 Add To Cart</p> <p> </p> <p><b>SPEC ORD SA EXTRACTION RINSE CARPET GL</b> from PHILIP ROSENAU COMPANY INC</p> <p>Part Number 903730</p> <p>58.64 USD</p> <p>1 Add To Cart</p>	<p>Part Number 04332</p> <p>91.52 USD</p> <p>1 Add To Cart</p> <p> </p> <p><b>SPEC ORD SA13888 PAINT OIL GREASE REMOVE</b> from PHILIP ROSENAU COMPANY INC</p> <p>Part Number 913888</p> <p>99.64 USD</p> <p>1 Add To Cart</p>	<p>Part Number 10620</p> <p>125.40 USD</p> <p>1 Add To Cart</p> <p> </p> <p><b>SA RTD STRIDE CITRUS NEUTRAL CLEANER SL</b> from PHILIP ROSENAU COMPANY INC</p> <p>Part Number 3063390</p> <p>50.18 USD</p> <p>1 Add To Cart</p>
---	---	--	--	---

javascript:void(0);

Powered by JAGGAER | Privacy Policy



The **Add Favorite** window will appear. Add any details, including a nickname or description, and select your destination folder.

Click **Save Changes**.

**Add Favorite** [X]

**Edit Item Details**

PHILIP ROSENAU COMPANY INC, Catalog No. 3143429

Item Nickname \*

Quantity \*

Description

500 characters remaining

**Select Destination Folder** [Create New](#)

**Personal** [v]  
You have no personal favorites.

**Shared** [v]  
You have no shared favorites.

★ Required

**Save Changes** **Close**

You will have to create a new favorite folder the first time you add a favorite.



🛒

Shop (Alt+P)

Shopping

My Carts and Orders

Admin

By Keyword ▾ Search...

Go To

Shopping Home

Advanced Search

View Favorites

View Forms

Non-Catalog Item

Trade-In

Quick Order

Browse By

Suppliers

Categories

Contracts

To find your favorites the next time you shop, go to:  
**Shop > Shopping > View Favorites**

Catalog & Forms Showcase (Under Development)

Procurement Forms

Non-PO Payment Request

Honorarium Payment Request

Subaward Request

NIIMBL Subaward Request

Quick Links

UD Exchange How To Guides

How Do I Buy ???

Commodity Code-Account Crosswalk

Non-PO Payment Matrix

Non-Catalog Item

NEW Waiver of Bid Form

Request Contract

My Draft Carts

UNIVERSITY OF DELAWARE EXCHANGE

TEST SITE

AllSearch (Alt+Q)0.00 USDLogout

ShopShoppingView Favorites

Favorites

Expand AllCollapse All

Personal

Rosenau Items

Shared

Dashboards

Finance Forms

General Forms

Print Services

Quick Quote Forms

Rosenau Items

Folder Actions

☐ Display items that are no longer available

Actions for Selected Favorites

SO SA RTD TRIAD DISINFECTANT CLNR 1/5L from PHILIP ROSENAU COMPANY INC

Part Number3143429

Manufacturer InfoDVS3143429 - (ESSENDANT)

27.85 USD

CS

1Add to Cart

Edit | Move | Copy | Delete

Open your folders to view your saved favorites and add them to your cart.

Shop (Alt+P)

Shopping

My Carts and Orders

Admin

By Keyword Search...

Go To

Shopping Home

Advanced Search

View Favorites

View Forms

Non-Catalog Item

Trade-In

Quick Order

Browse By

Suppliers

Categories

Contracts

Action Items

There are no Action Items to display.

My Resources

My Resources

Product Release Library

procurement@udel.edu

Site Map

Catalog & Forms Showcase (Under Development)

Procurement Forms

Non-PO Payment Request

Honorarium Payment Request

Subaward Request

NIIMBL Subaward Request

My Draft Carts

How To Use Advanced Search:

To search for items across all UD hosted catalogs, go to:  
**Shop > Shopping > Advanced Search**



Simple **Advanced**

Go to: [Non-Catalog Item](#) | [Service Item](#) | [Favorites](#) | [Forms](#) | [Shop](#) | [Trade-In](#) | [Quick Order](#) Browse: [Suppliers](#) | [Categories](#) | [Contracts](#)

Advanced Search

Everything

Find Results That Have:

All of These Words

gloves

Supplier

Part Number (SKU)

Manufacturer Name

Commodity Code

Other Options

Exact Phrase

Exclude Words

latex

Use the **Advanced Search** window to enter criteria for the item you are looking for.

Click **Search**.



Search

Reset

Welcome to the University of Delaware Exchange

Procurement Forms





gloves

UD Exchange will deliver a list of results from various catalogs.

Compare

BEST MATCH



#### By Product Flag

- ☐ Hazardous material
- ☐ Green
- ☐ Energy Star
- ☐ Recycled

Select Multiple Filters

#### By Supplier

- ☐ FASTENAL COMPANY
- ☐ FISHER SCIENTIFIC COMPANY
- ☐ SIGMA ALDRICH INC
- ☐ W B MASON CO INC
- ☐ FERGUSON ENTERPRISES

Select Multiple Filters

#### By Category

- ☐ Protective gloves
- ☐ Anti cut gloves
- ☐ Gloves
- ☐ Insulated gloves
- ☐ Welder gloves

Show all | Select Multiple Filters

#### By Commodity Code

- ☐ 46000000

Search Results: 4000+



**Ansell Sol-Vex Nitrile Gloves; 13 in. Long; 11mil Thick; Size: 7; 12/DZ 37-145 7 117073**  
from FISHER SCIENTIFIC COMPANY

Part Number  
11391136B

Order From Supplier



**Ansell Sol-Knit Gloves; Length: 12 in. (30.5cm); Size: 10; 12/DZ 39-122 10 217803**  
from FISHER SCIENTIFIC COMPANY

Part Number  
1139438D

Order From Supplier



**Ansell Technicians Gloves; Technicians Gloves; Size: 7; 12/DZ 00-390 7 193951**  
from FISHER SCIENTIFIC COMPANY

Part Number  
1139491

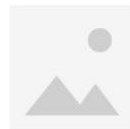
Order From Supplier



**Salisbury LP Series Glove Protectors; Leather; Length: 10 in.; Size: 9; 1/PR LP10/9**  
from FISHER SCIENTIFIC COMPANY

Part Number  
1139392B

Order From Supplier



**Bel-Art Scienceware Portable Glove Box System; Complete glove box system without gas ports; 1/EA H500282000**  
from FISHER SCIENTIFIC COMPANY

Part Number  
11139127

Order From Supplier



**Showa Best Nitr-Pro Gloves; Palm coated; Smooth; Large; Safety Cuff; 12/DZ 7066-10**  
from FISHER SCIENTIFIC COMPANY

Part Number  
1139513

Order From Supplier



**Best Glove Black Knight PVC-Coated Gauntlets; Smooth Finish; 10 in. (20cm) Gauntlet; 12/DZ 7710-10**  
from FISHER SCIENTIFIC COMPANY

Part Number  
1139514

Order From Supplier



**Best Glove Nitr-Solve Unlined Nitrile Gloves; 13 in. Long (33cm); 11mil Thick; Size: 11; 12/DZ 717-11**  
from FISHER SCIENTIFIC COMPANY

Part Number  
1139529E

Order From Supplier



**North by Honeywell Glove Box Gloves; CSM; 8 in. dia; 30mil; Fits hand size of 9.75 in.; 1/PR 8Y3032/9Q**  
from FISHER SCIENTIFIC COMPANY

Part Number  
1139543B

Order From Supplier



**Labconco Glove Box Gloves, Sleeves and Hands; Neoprene Hand; 0.017 Gauge; Size: 7.5 in. (190.5mm); 12/PK 5006000**  
from FISHER SCIENTIFIC COMPANY

Part Number  
161013

Order From Supplier



## Questions:

- [procurement@udel.edu](mailto:procurement@udel.edu)

## Resources:

- [Procurement Services Website](#)
- [Shopping Using Punch-Out Catalogs](#)
- [Assigning Shopping Carts](#)
- [Adding Details to Shopping Carts](#)
- [Adding Financial Information to Requisitions](#)

