


Quick Reference Guide

How to Order Bostwick Braun through M-marketsite

M-marketsite Instructions

1. Log into M-marketsite - Page 2

2. Click on the Bostwick Braun  logo to navigate to the Bostwick Braun catalog You can search by the catalog or selecting a category.- Page 3

3 To Search the Catalog

Search by Category

3. On the left hand side you may select what category you wish to see – Page 3

4. When you have selected your category you then select what sub category you want - Page 4

5. There may be another sub category to refine your search – Page 4

6. There may be one more sub category to refine your search – Page 4

7. Add an item by clicking on the button – Page 5

8. When completed selection from a category click the ADD TO CART button – Page 5

9. Click the OK button – Page 5

10. Click the button to continue shopping or select the button to check out and return your Bostwick Braun cart to M-marketsite – Page 6

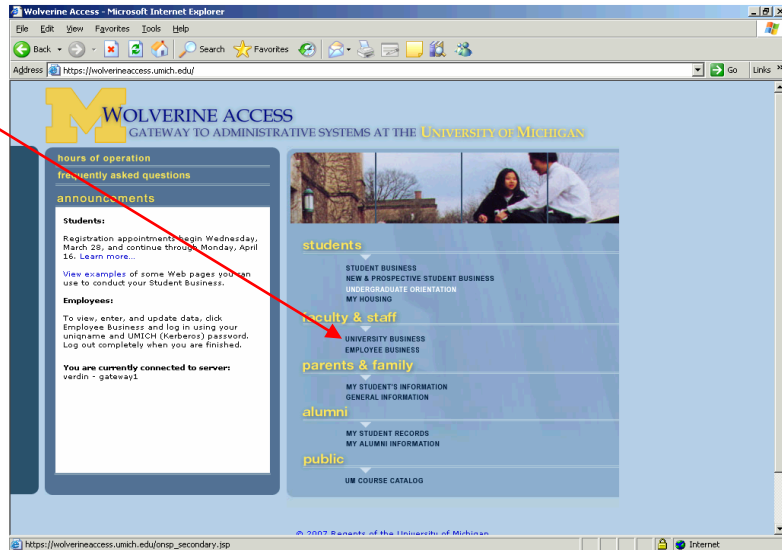
11. Review your selected items and click the Transfer Shopping Cart button to bring the order into M-marketsite – Page 6

12. Follow instructions available on My LINC web site to complete your order in M-marketsite – Page 6.

Step by step  **instructions**

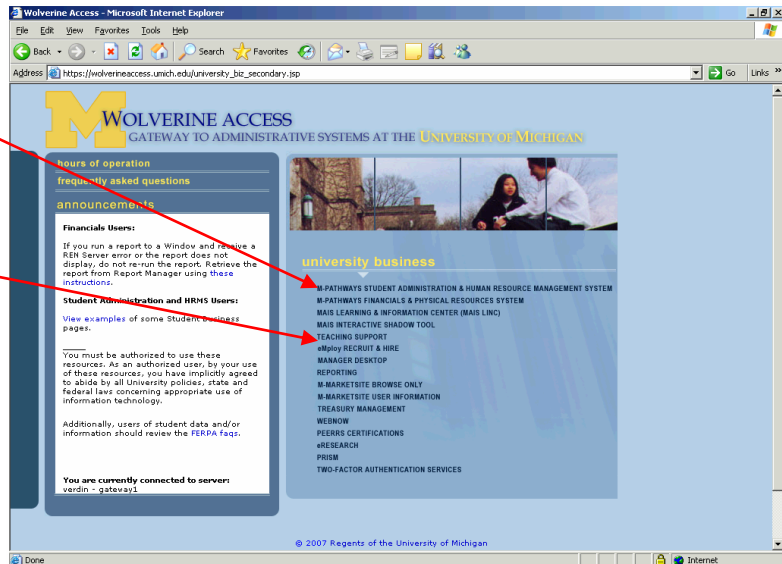
Punch Out to the Bostwick Braun Catalog from M-marketsite

Navigate to the **University Business** site through the [Wolverine Access Gateway](#)



Log into the “**M-Pathways Financials & Physical Resource System**” to shop the catalog and create a purchase order.
Or
Log into “**M-marketsite Browse Only**” to shop the catalog and configure a cart.

Authentication will be required for both methods

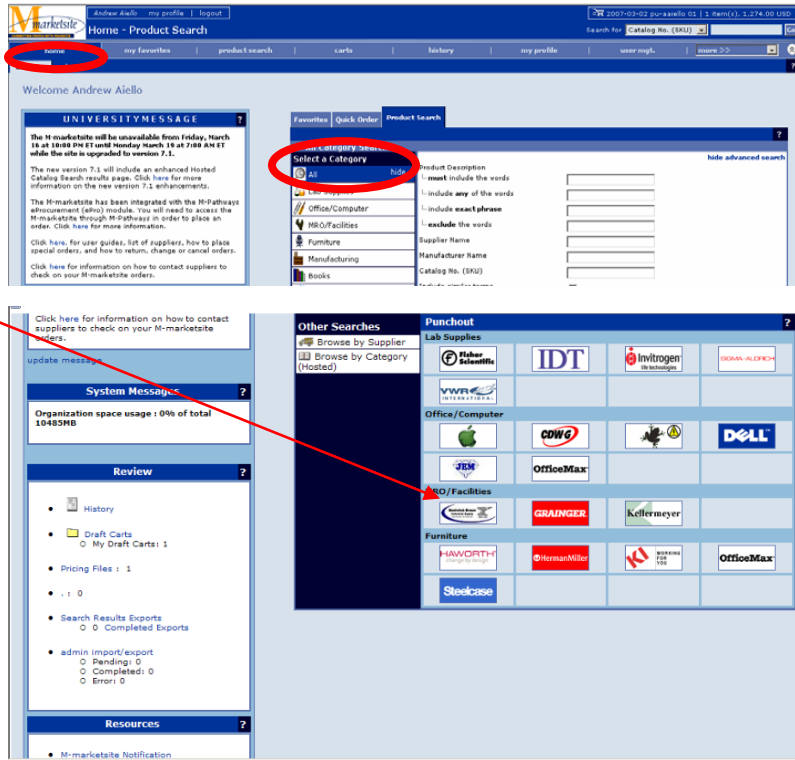


of access. Two factor Authentication is required to access M-pathways

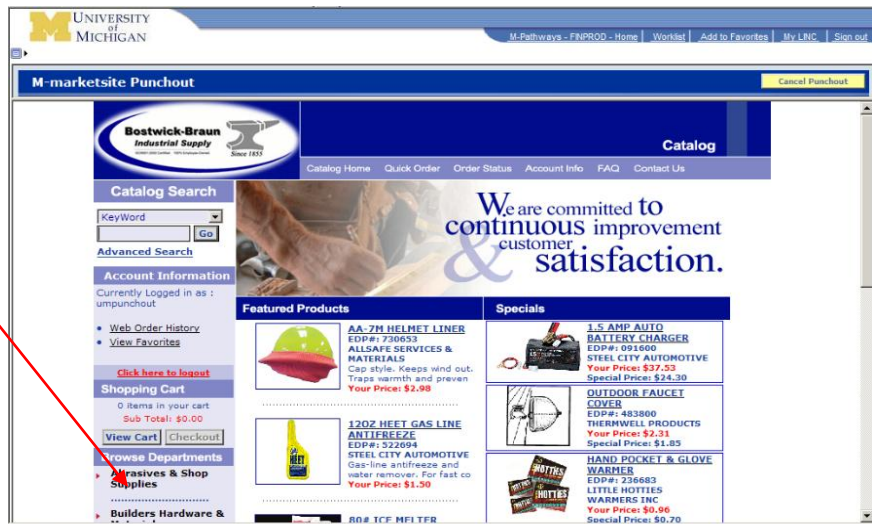
From the M-marketsite Home page, click on the **Product Search** panel.

Select **ALL** for the Category.

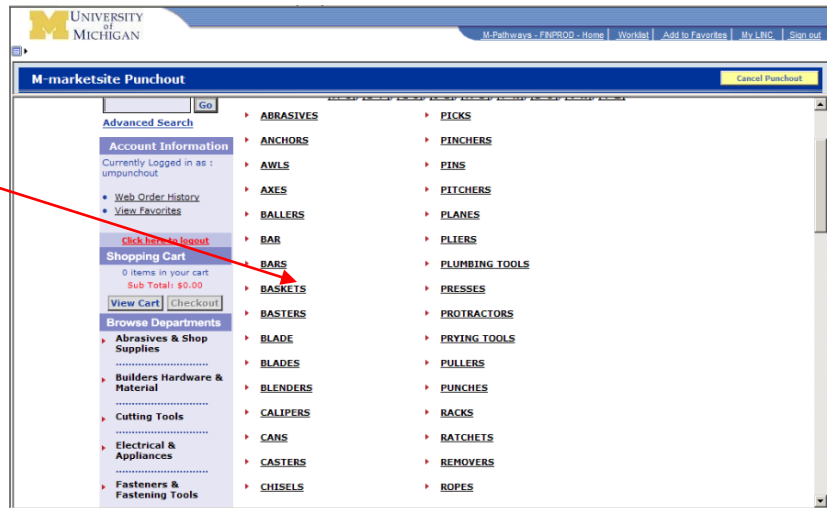
Click on the **Bostwick Braun** icon to navigate to the Bostwick Braun catalog with University of Michigan Pricing in the **Punchout** section of the **Product Search** panel.



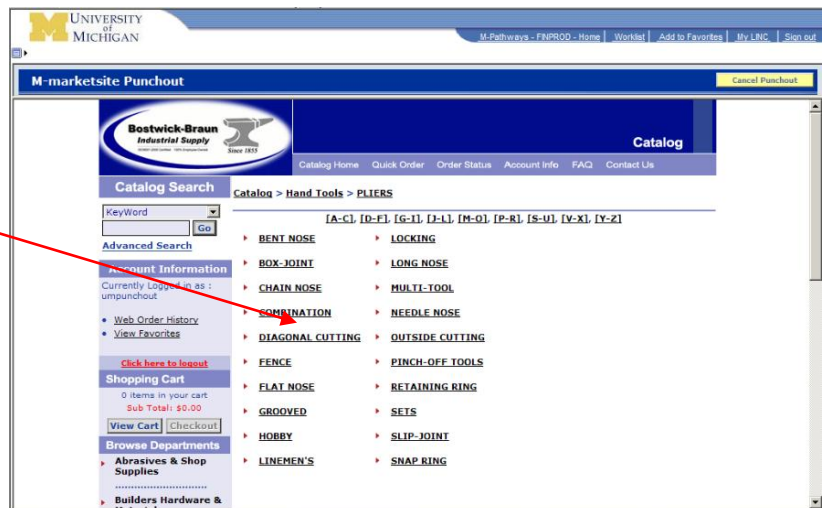
Scroll through the categories on the left side and make your selection



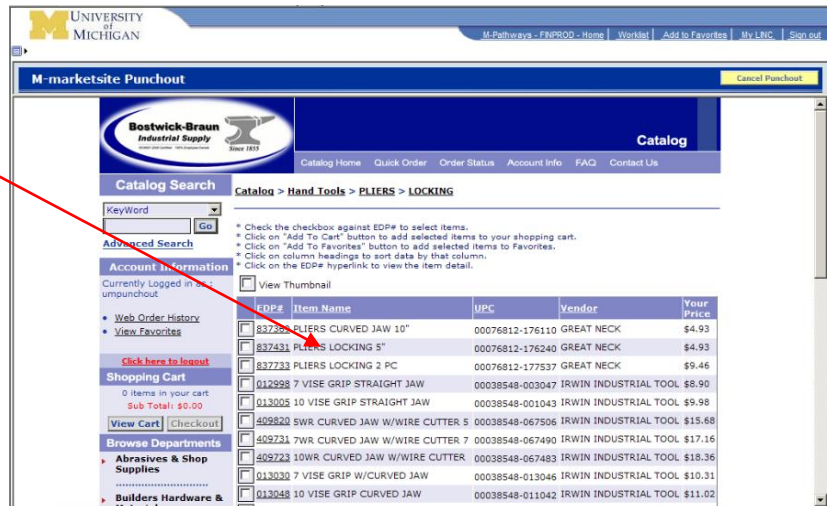
Select the from the next set of categories



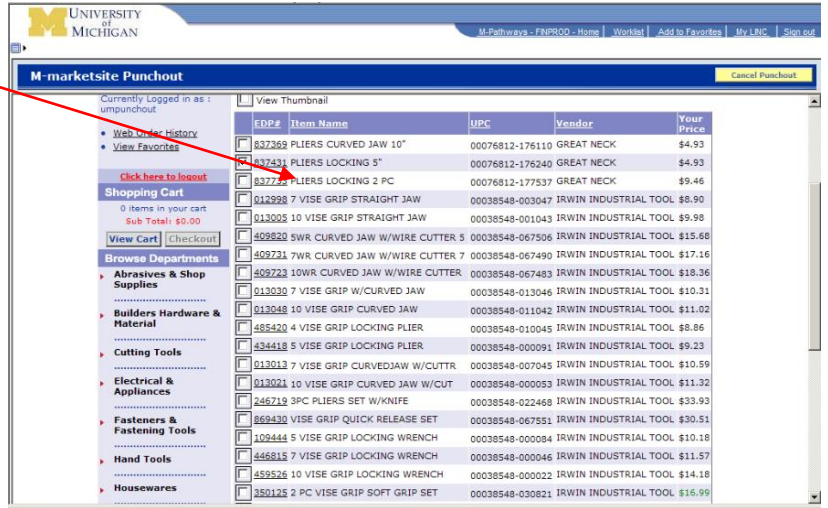
Refine your category selection one more time



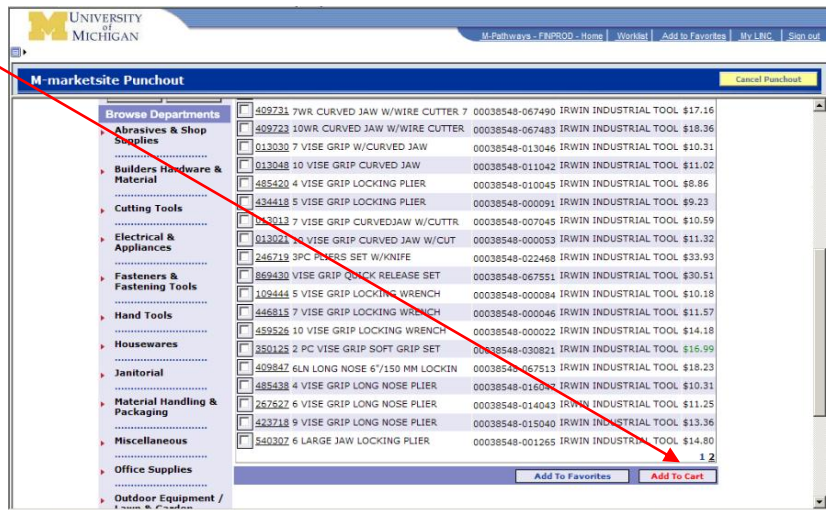
Scroll down to view the items in the selected category



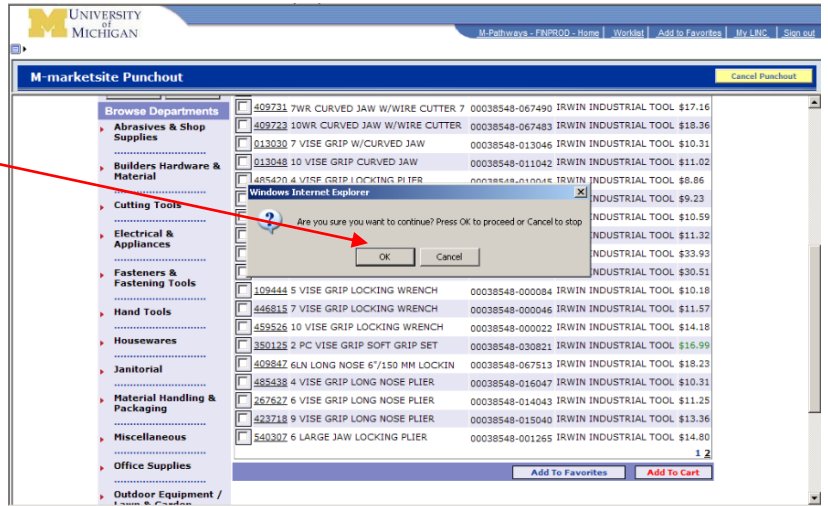
Select the items to be purchased



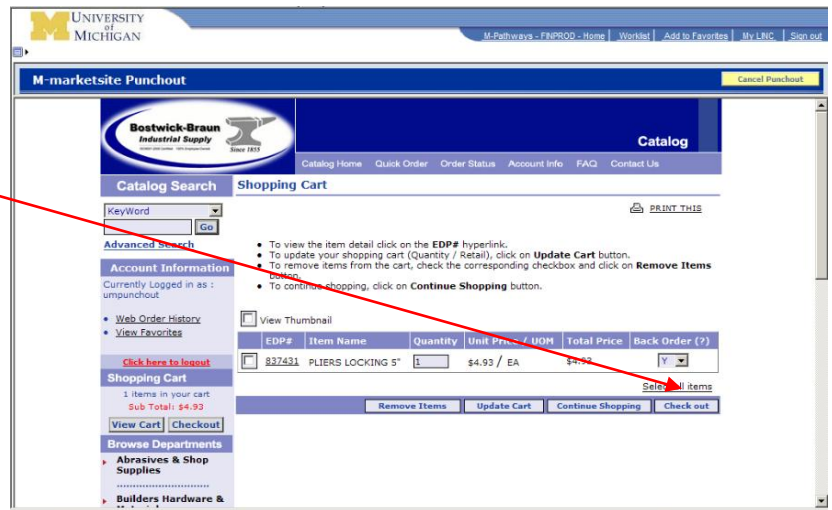
When finished making selections click "Add to Cart" button



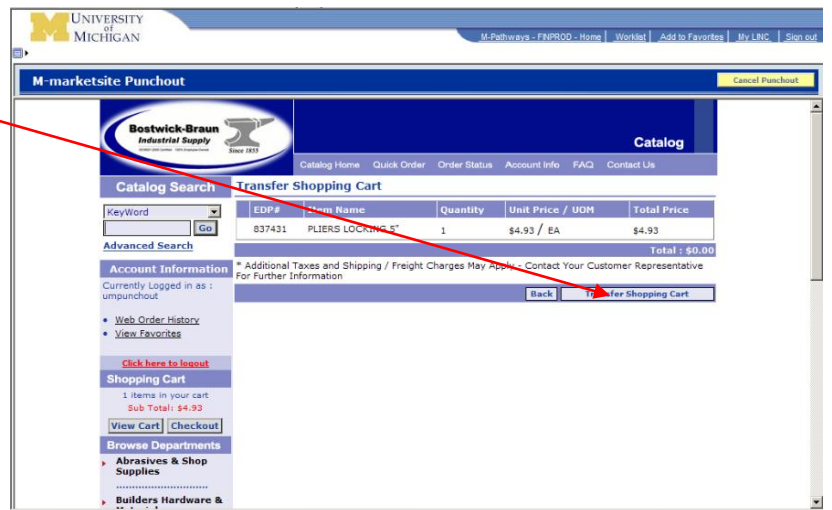
Click "OK"



Review items selected and click
“Check Out”



Click “Transfer Shopping Cart” to
bring your cart back to M-
marketsite



You have now transferred your cart back to M-marketsite

- The ITS Help Desk provides tier one support for M-marketsite, including basic navigation, walkthroughs, and troubleshooting. Contact the ITS Help Desk at 734-764-HELP (4357) or email itsadminhlpdesk@umich.edu.