
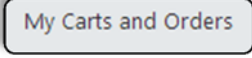


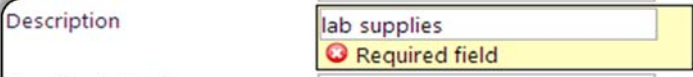


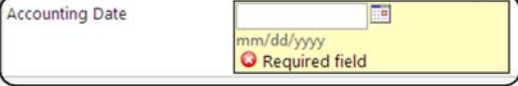


Basic MaccaBuy Purchasing

First, sign in to MaccaBuy (tiny.cc/maccabuy) using your YU ID-name and password.
Then follow **four steps**:

step 1: CREATE YOUR CART




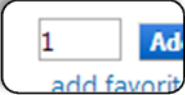



Hold the mouse over  and mouse over . Click  and click . Fill in  , put today's date in  , and click  .



step 2: SHOP FOR PURCHASES



Click  . Follow one of two options:

1. Search the “catalog”

Type a short search word in   and click  . Find the item you want. Change the number in  to choose how many you want, and click  . Do again for any other items. Click  at the top and click  .

Or:

2. Search a “punch out”

Click on one of the supplier boxes under  . Search for your item and add it to your punch out cart (each vendor punch out does this a little differently; follow their instructions). When you are done, click "cart" or "go to cart" and "checkout" until it takes you out of the punch out and shows you your shopping cart on MaccaBuy. Click  .

step 3: PREPARE YOUR CART FOR CHECKOUT

Shipping Address:

Click , click , click  and click . Search for the address you want to ship to and click . Fill in

Contact Line 1	Shira Friedman
Bldg/Rm:	Room 455

. Click .

Index Number: (fund or grant number)




Click  and click  (any one works). If you don't know your index number already, click . Search for your department in

Index	
Description	biology

 and click . Click  next to the fund.

Account Number: (a description of your items)

If you don't know the number for the category your item falls under, click

. Search for the category your item falls under and click  next to the right one. Click .

step 4: ASSIGN YOUR CART

Click , click , and click . Search for the head of your department and click . Click . **All Done!**