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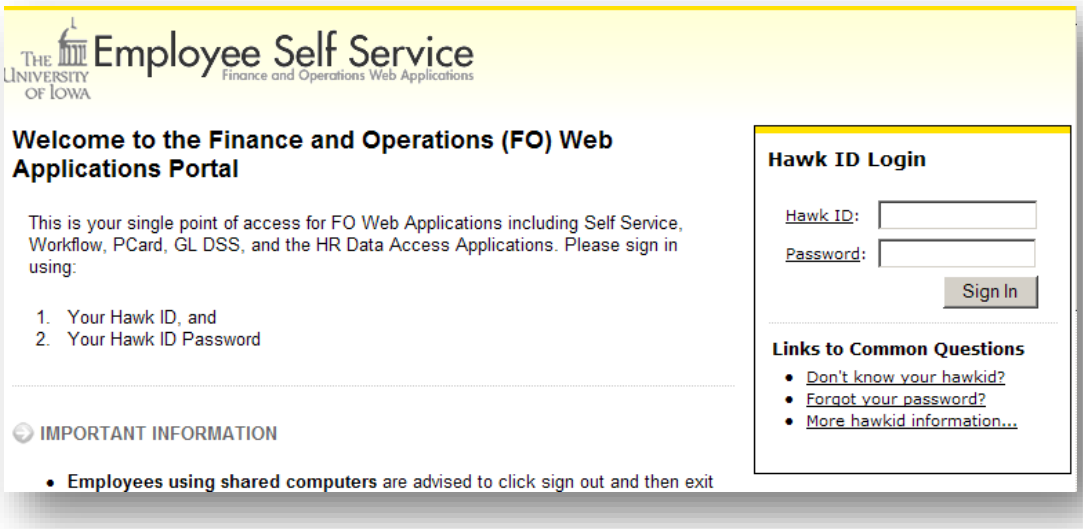
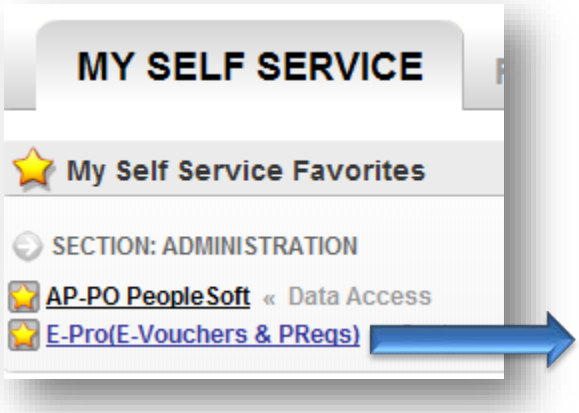
Accessing eBuy

Note: Mac users who experience problems accessing or using eBuy may wish to try using Mozilla Firefox as their web browser. Some punchout sites also require that users have cookies enabled to work properly. See the Support Browser documentation on the Purchasing eBuy Training Materials web site @ www.uiowa.edu/ap-purchasing/ebuy for further information.

Sign in to Employee Self Service Web Application using Hawk ID and Password.



Click on link to E-Pro

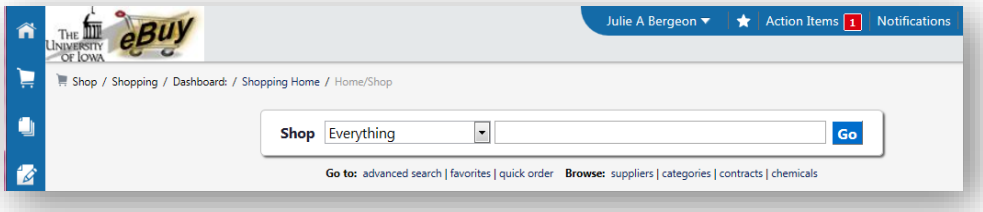


Click on link to **eBuy**

eBuy can also be accessed via a link on the PReqs sidebar. Click on **eBuy**. Both methods will take Shoppers to the University of Iowa eBuy home page where they will create their Shopping Carts.

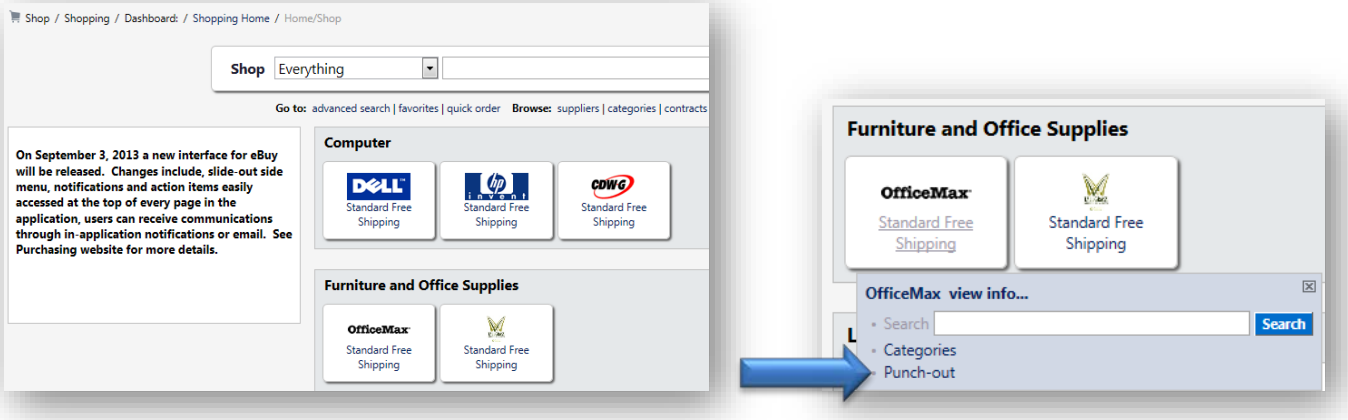
Shoppers may search for products from Punchout or Hosted catalogs.
Punchout catalogs are accessed online via a supplier's external website. The user "punches-out", or exits eBuy to search and select products from a supplier's web site catalog, with specific UI pricing, then returns the items to an eBuy shopping cart. Hosted catalogs are "housed" directly in eBuy. There is no redirect to access the supplier's commodities. All search function will span across hosted catalogs.

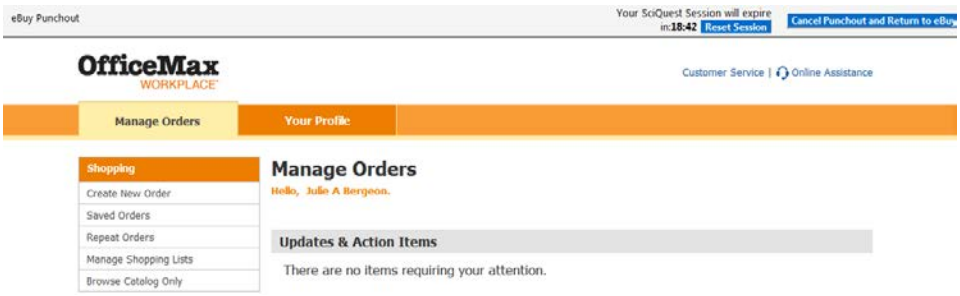
Select the Supplier you wish, or just search for what you're looking for in the **Shop-Everything** box.



Shopping from a Punchout Catalog

To search for items in a specific Punchout catalog, click the Supplier Logo in the **Home/Shop** section.

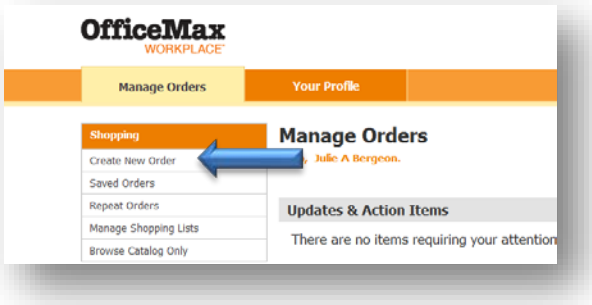




This will take the Shopper directly to the Supplier's catalog webpage. Note that the Shopper is, however, still in the University of Iowa eBuy system. It is possible to exit the Punchout catalog at any time and return to the eBuy Home page by clicking on **Cancel Punchout and Return to eBuy**. ***Note: Session expiration lasts 20 minutes. Click the Reset Session to extend.***

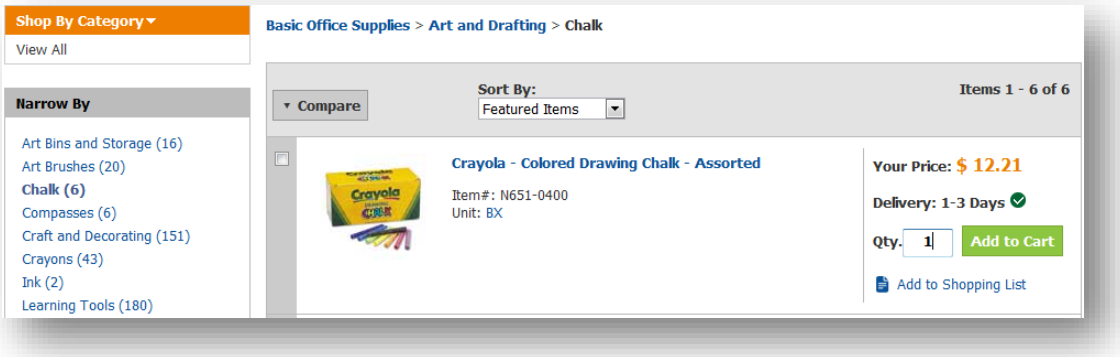
The various Punchout catalogs have different looks and feels. Shoppers should practice using the search features on the various sites as well as the functionality for adding items to a cart, viewing a cart, editing a cart, saving a cart, etc.

Some Punchout sites, such as OfficeMax, have a Shopping List or Favorites feature that allows the Shopper to set up lists of commonly used items that can be accessed later for quick shopping. To access the Shopping List in the OfficeMax catalog first click on **Create New Office Product Order**.

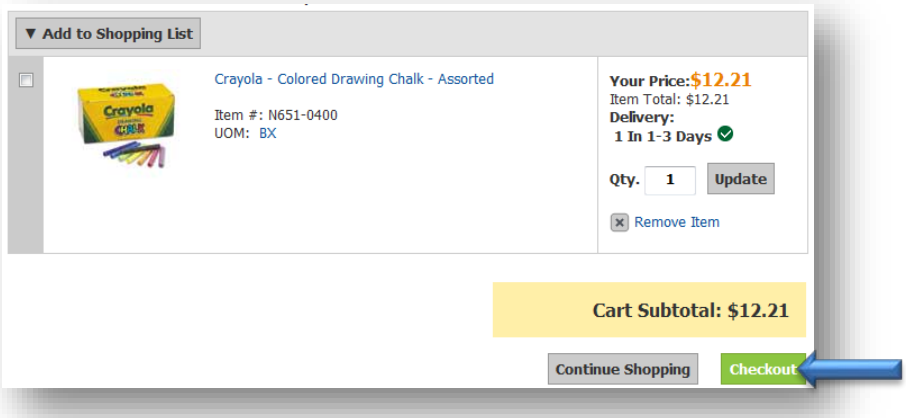


You can order by Category, Item number, or from a Shopping list. There are existing Shopping lists created by OfficeMax or you can create your own.

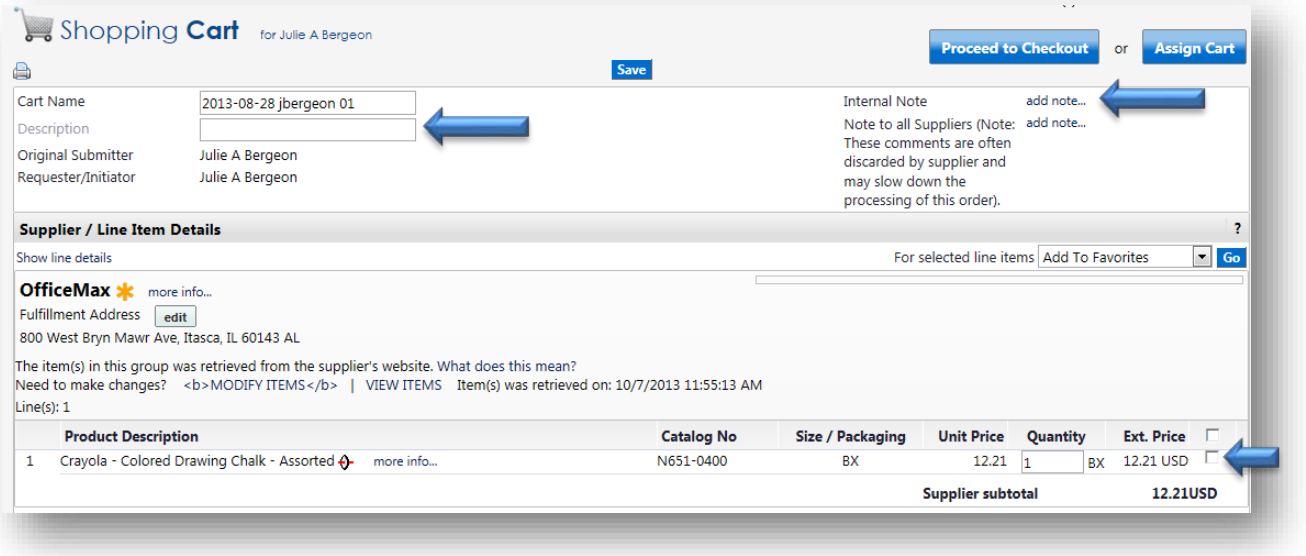
Select your items and quantity you wish, then click, **Add to Cart**



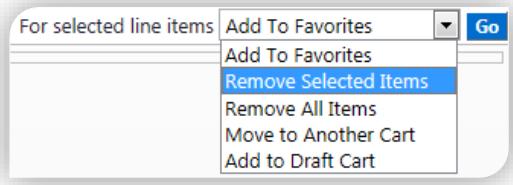
Once you have all the items you need, click **Checkout** to return to **eBuy.**



Prior to assigning the cart to the Initiator, the Shopper may click on **Internal Note** to advise funding information for the purchase or to add any other pertinent information that needs to be conveyed to the Initiator/Requester. The Shopper may also enter a cart **Description** and/or new **Cart Name** if they wish. Renaming the cart may facilitate locating the cart if the Shopper needs to search for it at a later time.

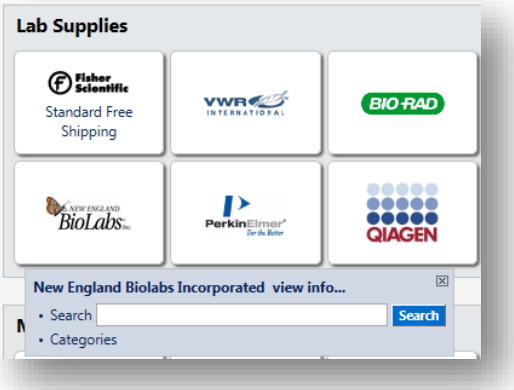


To return to the supplier's website to modify or add the items in the cart click on **MODIFY ITEMS**
Items can be removed from the cart at this point by clicking on the **Select** box, choosing **Remove Selected Items** in the drop down menu, and clicking on **Go**.
When all edits are completed click Save. Shoppers who do not have an Initiator or Requester role will be required to assign their cart to their department Initiator/Requester by clicking **Assign Cart.**

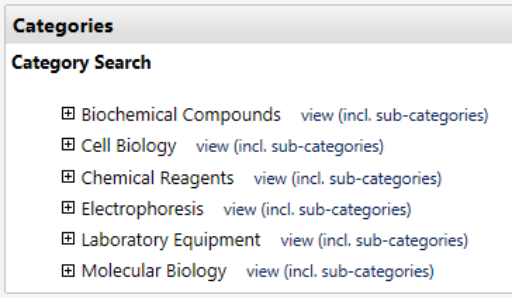


Shopping from a Hosted Catalog

To search for items in Hosted catalogs click on the logo for the vendor. Searches can be typed in the Search box or conducted using various criteria including, Categories of items, Descriptions, Manufacturer Names, Catalog #'s etc., using the Categories link



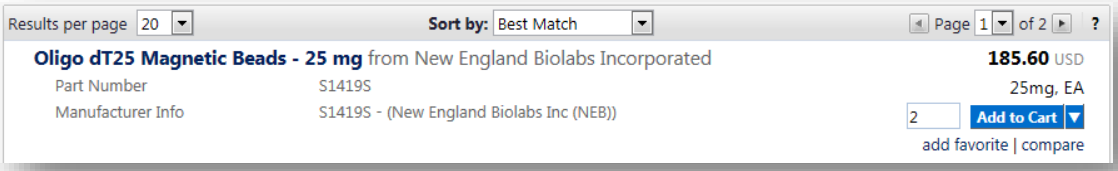
New England Bio Labs example



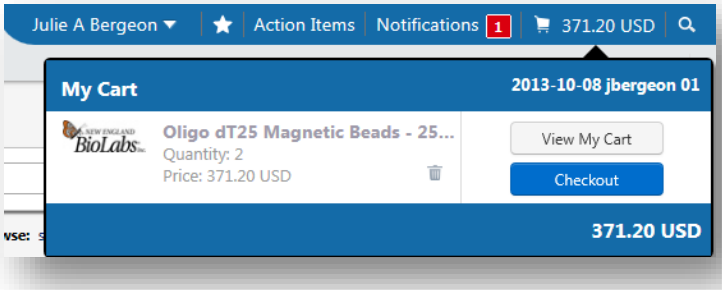
Click the category or **view** to see the products in that category.

A list of products for that category from the Hosted catalog will be displayed. From this page the Shopper can select the item or items they wish to purchase. Click the **Sort by** drop-down to sort by price, description, size, etc.

Enter the desired Quantity for the items to be purchased and click on the **Add to Cart** button.
Items can also be added to a Shopper's Favorites list by clicking on the **Add to Favorites** link below the individual item.

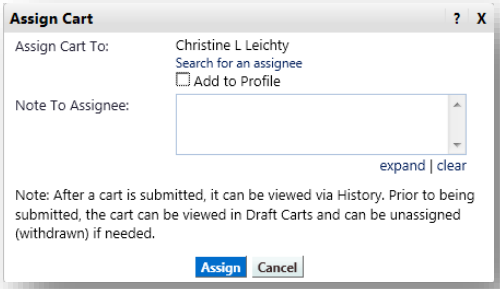


To view the cart at any point in the shopping process, click cart icon in the upper right beside your name.



Assigning a Cart - Shoppers

Shoppers will select an assignee either by choosing from a list of user defined profile values (previously determined Initiators appropriate for the department) or by searching for the appropriate name. After choosing the appropriate Initiator, click **Assign** and the cart # is assigned.



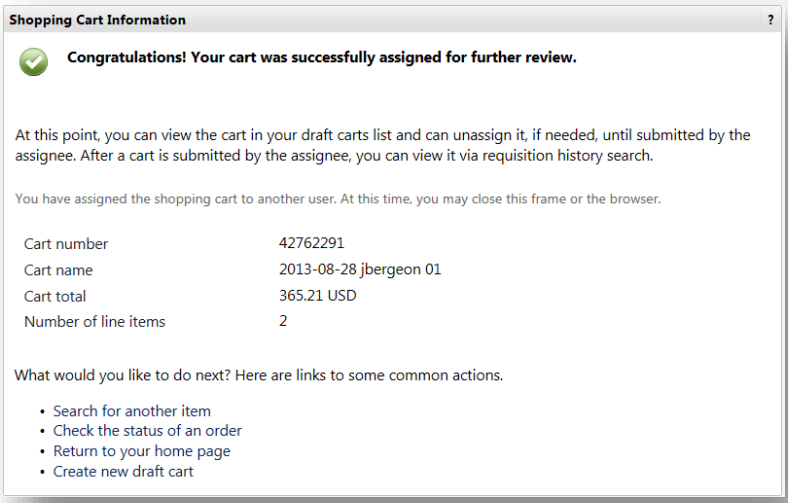
Note: It is very important that Shoppers know their primary and the secondary Assignees. These are the Initiators/Requesters for the Shopper's department. Setting the appropriate Assignees as profile values so that they can be selected from the drop down list will help to expedite the shopping carts and will also help ensure that the carts are sent to the appropriate person. To add an Initiator to the profile values list click Add to Profile after searching for and selecting the Initiator.

Place Order – Initiator/Requester

Initiators/Requesters have two options. To review and place order, click on **Proceed to Checkout**. You may also Assign Cart to another

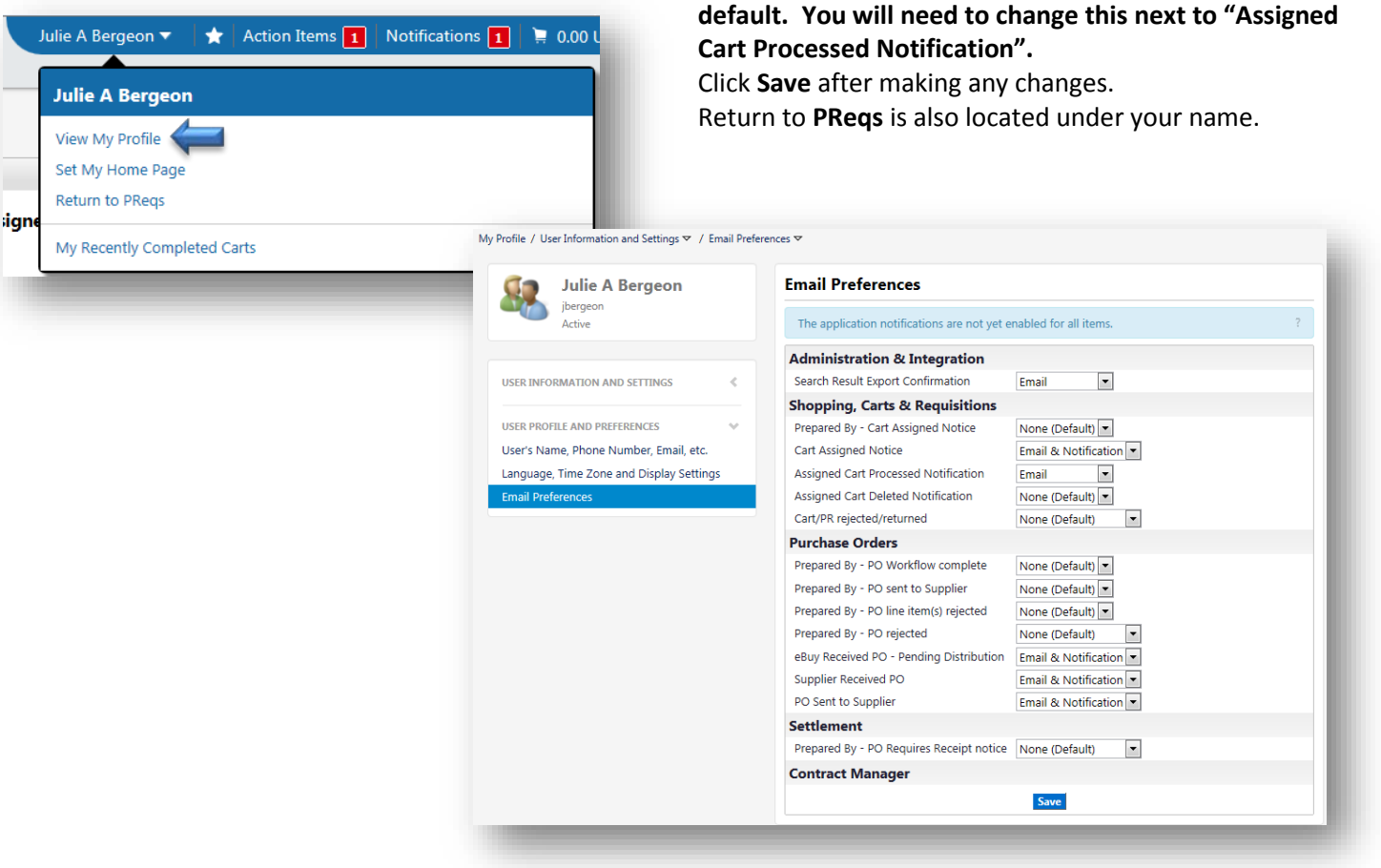
After clicking Proceed to Checkout, you will need to click Place Order to continue to PReqs. . The cart will be loaded to PReqs and assigned a Shopping Cart Order ID.

A screen will then display notifying the Shopper that their cart has been assigned.



Email Preferences

Shoppers can make changes to personal settings under the user name. To change email settings, click **Email Preferences.**



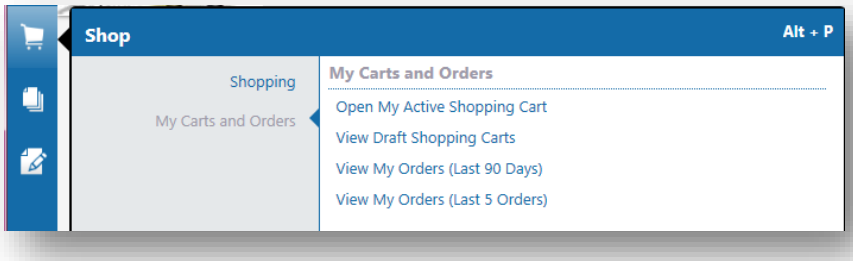
The option for receiving notification by email is not the default. You will need to change this next to "Assigned Cart Processed Notification".

Click **Save** after making any changes.

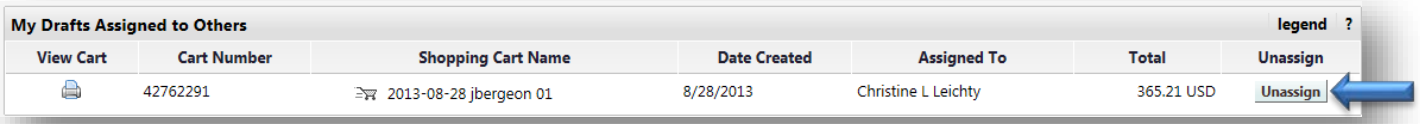
Return to **PReqs** is also located under your name.

Sending a Cart to PReqs

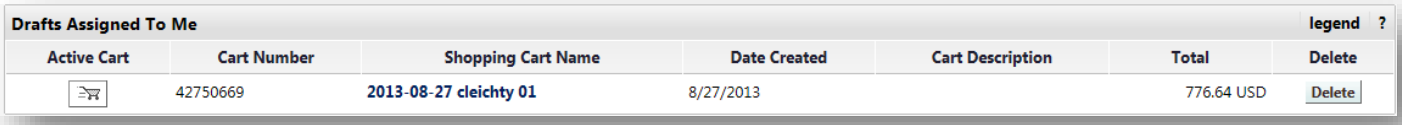
To access previous carts, click cart icon on the sidebar to open active carts, review draft carts, or orders placed.



Shoppers can retrieve assigned shopping carts by clicking **Unassign**. This will bring the cart back to **My Drafts** for editing. Once a cart has gone to Workflow in PReqs it cannot be retrieved.



Click cart icon and locate **Drafts Assigned To Me**. Click on **Shopping Cart Name** to access the cart.



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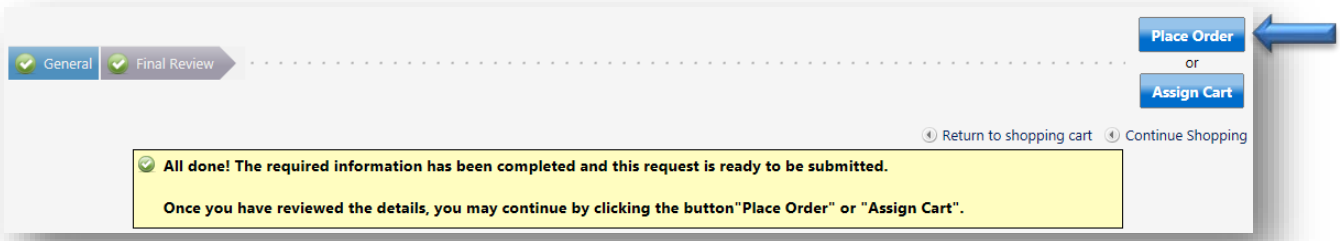
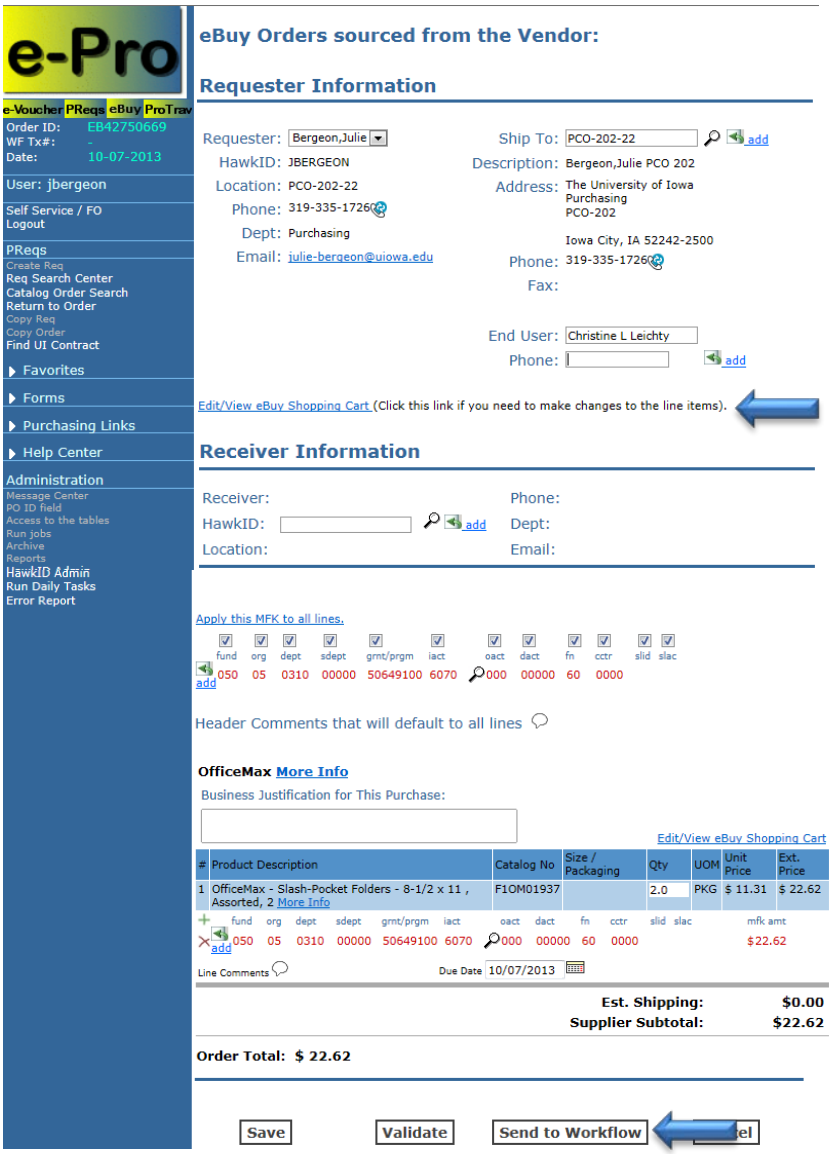


Approving a Cart in PReqs and Sending to Workflow



Add End User Phone, Receiver, and appropriate MFK to each line or enter one MFK to be applied to all lines.

Verify the following fields and edit if necessary:

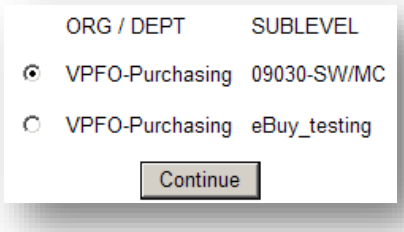
- Requester
- Ship To Location
- End User Name
- Due Date
- MFK (Multiple MFK's can be entered for each item if desired)
- Line Comments
- Vendor Comments
- Internal Comments
- Enter End User Phone.

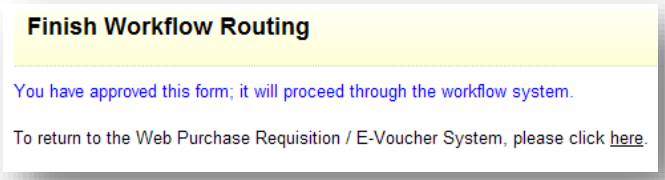
The Initiator's Requester will default. If the Initiator is associated with more than one Requester, select the appropriate Requester name from the drop down menu. Line item information cannot be edited. Click on Edit/View eBuy Shopping Cart to return to the shopping cart in eBuy to change item information.

Note that some Punchout suppliers will not allow changes at this point.

Once all information has been verified, click **Send to Workflow** at the bottom of the panel. Once Send to Workflow has been clicked no more changes can be made to the order.

Choose the appropriate Workflow path and click **Continue** until routing is complete.





The panel shown above will be displayed.

The PReq will then go to the inbox of the first PReq approver. After all departmental approvers review and approve the PReq it will either upload to PeopleSoft (if less than $10,000 and not capital equipment) or route to the Purchasing Agent (if $10,000 or more or capital equipment) for final approval. If PReq is routed to a PA it will upload to PeopleSoft

after their approval. When the PReq uploads to PeopleSoft a Purchase Order is created and dispatched to the supplier electronically by Sciquest.

If the Shopping Cart contains items from more than one Supplier a separate PReq will be established for each Supplier. After choosing the Workflow path for the first PReq, the Initiator must send the remaining PReqs to Workflow. Click on the link:

To return to the Web Purchase Requisition / E-Voucher System, please click here. You will then be returned to Workflow to choose the path for the next PReq associated with your cart. Once all PReqs have been sent to Workflow, clicking on the link will return the Initiator to the Shopping Cart.