User Guide for Making eSHOP Purchases

Procedures for eSHOP Purchases
What is eSHOP?

- Link to UT Share/Peoplesoft and eSHOP “Shopper” page:
  https://www.uttyler.edu/utshare/

eSHOP is a role-based online shopping tool that allows the University to take advantage of pre-negotiated contracts for pre-approved goods from well known suppliers.
Entering as Shopper or Requester?

- **Shopper** – A Shopper is anyone on campus that does not have security access to create a Requisition in UT Share/Peoplesoft
- **Requester** – Requesters are users who have the authority to create requisitions in UT Share/Peoplesoft

### Shoppers

Shoppers can search and shop the site for goods. At checkout, you will be asked to assign shopping cart to an approved Requester in order to complete the Requisition process.

Shopper training manual:

### Requesters

Requesters are responsible for creating, reviewing, editing and submitting carts to become formal requisitions for approval by budget authorities.

Requester training manual:
Navigation as a Shopper

The shopping experience for a Shopper is the same as a Requester up until completing checkout. See slides 6-7 for relevant information.

• Instead of being directed to return cart to Peoplesoft, a Shopper will be asked to click “Proceed To Checkout” and “Assign Cart”.

• Assign Cart requires the Shopper to select an approved Requester to complete the requisition steps (Slides 8-10). Click “SEARCH” hyperlink and enter name of approved Requester. Select name from list by clicking “+” sign. Then, click “Assign”.

• The Requester will receive an email notifying them that a cart has been assigned. They will then enter eSHOP through Peoplesoft “Sciquest eSHOP Portal” and retrieve cart by clicking Action Item flag and then click “Carts Assigned To Me”. Click “View”.
Navigation as a Requester

SciQuest eSHOP Portal (Link)
Click the Punchout Catalog of your choice

Note: If a new screen does not open after clicking catalog, please check pop-up blocker settings on the browser.
Shopping Experience

- The various punchout catalogs provide a shopping experience very similar to Amazon and other online shopping sites with the filling of shopping carts and checkout.
- However, each site is particular to the individual company and operate uniquely in some ways including verbiage and location of various functions.
- The purpose of checkout is to return an eSHOP order requisition to an order summary page so the cart can be returned to Peoplesoft for creation of a Peoplesoft requisition.
Return Cart to Peoplesoft

- After checkout is completed or a cart was assigned, you should see a summary page of your shopping cart. Check order for completeness and Click “Return Cart to Peoplesoft”
- Please note that an order is not placed until the cart is returned to Peoplesoft and requisition approved for dispatch of PO number.
Complete Requisition in Peoplesoft

1) Fill in Requisition Name field (optional)
2) Click on arrow triangles to pull down Accounting Lines
3) Enter cost center number into SpeedChart field and hit Enter
Complete Requisition in Peoplesoft

4) Attach any quotes or purchase authorization information, as necessary, by clicking “Add more Comments and Attachments”
5) Click “Check Budget”
6) Click “Save & Submit”

Budget Authority can then approve Requisition for dispatch into Purchase order
PO Number Issued and Order Placed

• An order is placed with supplier when a purchase order number is issued by Peoplesoft. Requester should receive an email indicating the PO number and that the PO was sent to supplier.

• Depending on supplier, Requester might receive other emails confirming order.

Re: PURCHASE ORDER#: UTTYL0000038459
Cart name: 2023-05-30 5000111415@UTTYL 02
Requisition number: 172525478
Supplier: Summrus Dell (UTTyler)
Sent Via: CXML
Date/Time: 5/30/2023 3:05 PM

Dear Daniel Pippin,

The purchase order listed above has been created for your requisition "2023-05-30 5000111415@UTTYL 02 (172525476)" and has been sent to the supplier. You can update and track the status of this purchase order on line by using "document search "

If you have any questions with regard to your purchase order, please contact your SelectSite Support Team.

Support Team Contact Information: purchasing@uttyler.edu

Thank you,
University of Texas System
Receipt of Product & Invoicing

• Invoicing is an automated process for eSHOP purchase orders. After items are shipped, the supplier sends an invoice directly to UT Share/Peoplesoft. There is no need for a Requester to enter a manual voucher.

• Controlled items will require tagging before delivery to department (OptiPlex, Latitude, and Precision models will arrive already tagged). In addition, computer orders will be sent to IT for imaging.

• When IT notifies department that item has arrived or item is delivered to department, Requester can enter Receipt in Peoplesoft.

For instructions, please see “Procedures for Receiving PO in Peoplesoft” under User Guides and Job Aids on the Procurement Services website. [https://www.utttyler.edu/procurement-services/](https://www.utttyler.edu/procurement-services/)
• For unresolved issues, status updates or return requests, please review information and instructions on individual punchout catalogs in eSHOP.

• For more information regarding ordering process, please visit Procurement Services website at https://www.uttyler.edu/procurement-services/

• For questions, you can also email purchasing@uttyler.edu