Shopping in eSHOP

eSHOP is a web-based tool that allows users to request goods and services more effectively and in real-time. UTShare/PeopleSoft will continue to be the financial system but various purchasing and invoicing will be done electronically through eSHOP and then automatically and seamlessly relayed back to UTShare/PeopleSoft .

Create and Adding Hosted Items to Cart

You can shop several different ways in eSHOP. A hosted cata-log search searches numerous catalogs within the system and returns the closest matches from various suppliers

1. Click **Shop** in Navigation Menu
2. Click **My Carts and Orders**
3. Click **View Draft Shopping Carts**
4. Click **Create Cart**
5. Give Cart a meaningful name
6. Click **Click Here** to start Shopping or **Continue Shopping** link
7. Search for the item(s) you need to purchase
8. Enter item quantity
9. Click **Add to Cart**
   a) The item will be added to your cart
10. Click **Active Cart**
11. Make any changes or actions needed by choosing actions from the dropdown above the line price.

> Add to Favorites
> Remove Selected Items
> Remove All Items
> Move to Another Cart
> Add to Draft Cart or Pending PR/PO
> Line Item History

12. Click **Return Cart to PeopleSoft** or **Assign Cart.** Shop-pers assign and requesters have the ability to do both.

Compare Multiple Items

1. Click the **Compare** link next to the items to compare from search results.
2. Select the **Compare Selected** button at the top of the search results to view a side by side comparison of the selected items.
3. To add multiple items, click the checkbox at the top of each item to add, select **Add to Active Cart** from the dropdown menu , and click the **Go** button.
4. When finished comparing items, select the **Back to Search Results** button and return to the search results page or click your active cart in the top banner.

Assign a Cart

1. Click **Shop**
2. Click **My Carts and Orders**
3. Click **View Draft Shopping Carts**
4. Click **Create Cart**
5. Give Cart a meaningful name
6. Click **Continue Shopping** link
7. Search for the item(s) you need to purchase
8. Click **Add to Cart**
9. Click Active Cart in top banner, then Click **View My Cart**
10. Click **Assign Cart**
11. Search for Assignee and Click **Assign**

Create and Add Punch-Out Items to Cart

Because a Punch-Out connects you directly to a vendor's site, the shopping experience for each Punch-Out is a little different.

1. Click on the vendor icon in the Punch-Out section of the search screen. This will take you to the vendor's site.
2. Shop on the site like you would any other, and when finished, there will be some concept of 'Checkout'
3. Follow the website's instructions for checking out, which will bring items back to your cart within eSHOP
4. If at any time during the Punch-Out you decide to stop shopping without anything in your cart, click the cancel Punch-Out button at the top of the page.
5. Once returned to eSHOP, Click your **Active Cart**
6. Make any changes or actions needed by choosing the **MODIFY ITEMS** or **VIEW ITEMS** links above the line items in the cart as shown below.
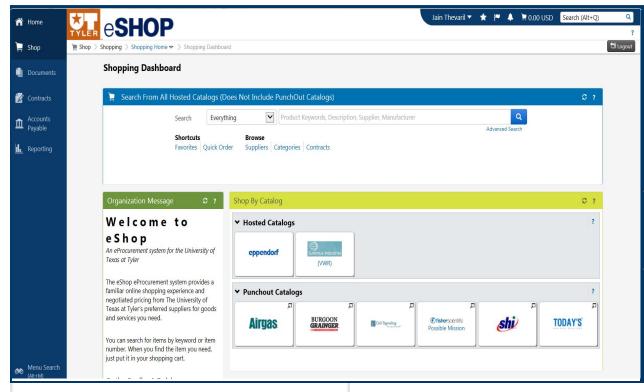
> The item(s) in this group was retrieved from the supplier's website. Need to make changes?   MODIFY ITEMS | VIEW ITEMS

Modify the items and return the cart to eSHOP as re-quired by the website.

7. Click **Return Cart to PeopleSoft** or **Assign Cart.** Shop-pers assign and requesters have the ability to do both.

Navigation 101

3 Main Areas

There are three main areas of eSHOP :

1. The Side Navigation Menu : Most areas of eSHOP can be accessed from the side navigation menu. The side navigation menu contains top-level menu items. When a user rolls over the main menu icons, slide-out sub-menus display. In general, menus are grouped by related tasks.

2. The Main Workspace : The main workspace is where one can view and manage the active eSHOP feature. The shopping Dashboard is the Main Workspace in the example.

3. The Top Banner : The top banner contains access points to the user profile, bookmarks, assigned actions items and available notifications. In addition, users can access a quick view of their active shopping cart and perform a quick search of the site.

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1. Side Navigation contains the following

a) Homepage icon will return the user to the site page that is configured as the homepage.

b) Shop Menu: this cart icon contains menu options related to shopping tasks such as favorites, carts and orders.

c) Documents has items related to document searches. This can also be used to create Ad-Hoc reports.

d) Contracts menu is used to access features related to stored contracts.

e) Accounts Payable: Contains all tasks related to payable, including invoice management.

f) Reporting menu accesses delivered reports. You are able to view and export data de-pending on your role.

2. Main Workspace

The main workspace is where one can view and manage the active eSHOP features. For example, if a user is working in the Shopping Dashboard the page will display in the main workspace as shown. As a user accesses other areas of eSHOP only the main workspace changes and other components remain in place.

At all times, the main workspace will display breadcrumbs that tell what page a user is on and the navigation path to the page.

A drop-down icon beside a page name indicates that users can select it to access another page.

3. Top Banner contains the following

a) User Profile: Your name is displayed with a drop-down icon.The menu displays options for info and functionality.

b) Bookmarks: This star icon allows you to save and access commonly used pages as for quick access.

c) Action Items: The flag icon shows tasks that require action. Clicking a task takes youto that action items.

d) Notifications The bell Icon is designed to alert you when an activity has taken place or a task requires your attention.

e) Active Cart icon allows you to get a quick view of the active shopping cart and access the active shopping cart.

f) The Quick Search feature allows a variety of searches.