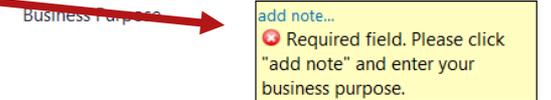
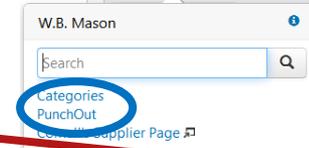
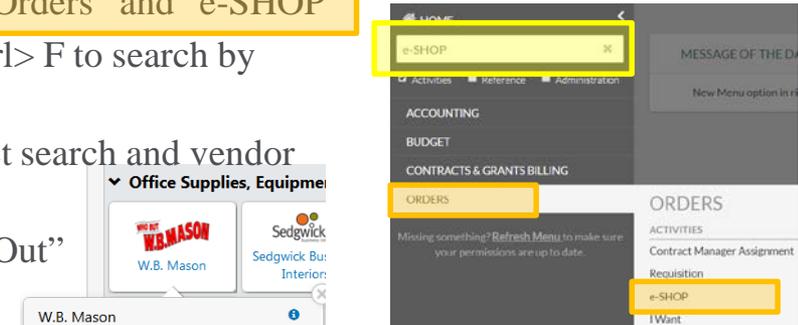
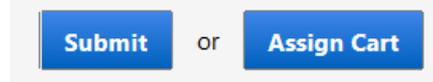


# Ordering through e-SHOP

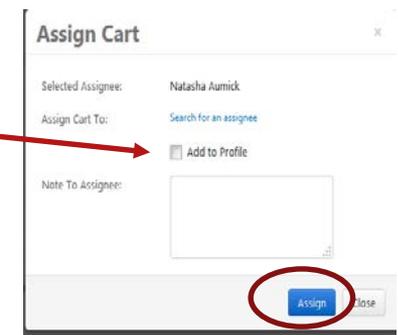
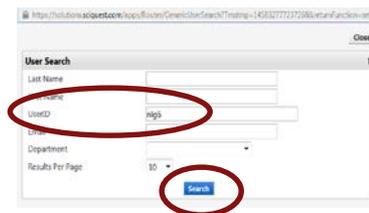


1. Login to e-SHOP by clicking the link on the Procurement website at [www.procurement.cornell.edu](http://www.procurement.cornell.edu)
2. You can either type "e-SHOP" in the search box OR click "Orders" and "e-SHOP"
3. Select your vendor from the e-SHOP home page or use <Ctrl> F to search by vendor name
4. See the e-SHOP Reference Guide for instructions on product search and vendor selection
5. Click on the vendor icon and select "Categories" or "PunchOut"
6. Add the items needed to your shopping cart
7. Follow supplier's instructions to submit cart or check-out
8. Enter the Business Purpose by clicking "add note"
9. Click Submit or Assign Cart



## How to Assign a Cart

1. Select "Search for an assignee"
2. Enter the NetID and click the "Search" button
3. From the search results, click "[select]"
4. To save this name, click the box next to "Add to Profile"
5. Click the "Assign" button
6. You will receive a confirmation that the cart was assigned



## How to Submit a Cart and Complete the Order in KFS

1. After clicking the “Submit” button in e-SHOP, the shopping cart will be transferred into a KFS Requisition with most of the information automatically completed
2. You may edit the Description and Explanation
3. Confirm the delivery address is correct
4. Use the “Building lookup” to search for a different delivery location
  1. Use wildcards (\*) when searching
  2. Click return value next to the appropriate building
  3. Enter or search for room number
5. “Delivery to” name, phone and email may be edited

ITEMS

Setup Distribution Remove Accounts From All Items Remove Commodity Codes From All Items Expand All Accounts Collapse All Accounts

Commodity Code:

Favorite Account

HIDE DETAILS IMPORT LINES

*CHART	ACCOUNT NUMBER	SUB-ACCOUNT	OBJECT	SUB-OBJECT	PROJECT	ORG REFID	PERCENT	AMOUNT	ACTIONS
IT							100.00		+

Distribute to Items Cancel

DOCUMENT OVERVIEW

OVERVIEW

\*Description: 2017-02-14 MLS398 01 Explanation: office supplies test

Organization:

Document Number:

DELIVERY

FINAL DELIVERY

\*Delivery: IT - Ithaca

Campus: East Hill Office Building Building Not Found

Building: Set as Default Building

\*Address 1: 395 Pine Tree Rd

Address 2:

\*Room: 330

\*City: Ithaca

State: NY

Postal Code: 14850

Delivery To: Flaherty, Mary Lourdes

\*Phone Number: 607-255-5645

\*Email: mfl398@cornell.edu

Building Lookup

Campus Code: IT Building Code:

Building Name: \*East Hill Plaza

Active Indicator:  Yes  No  Both

Search Clear Cancel

Search Results 1/22

Return Value	Campus Code	Building Code	Building Name	Active Indicator
return value	IT	2583	EAST HILL PLAZA COMPLEX	Yes
return value	IT	2583D	East Hill Plaza, Pine Tree 353	Yes
return value	IT	2583E	East Hill Plaza, Pine Tree 361	Yes
return value	IT	2583F	East Hill Plaza, Pine Tree 349	Yes

6. In the Items tab (above), enter the billing information – account number and object code
  1. To enter the same information for all line items, click “setup distribution” (blue arrow), enter account and object code. Click “add” button. Click “distribute to items”
  2. To enter information for each line item, click “show” Accounting Lines. Enter the account and object code. Click “add” button.

EXTENDED COST ACTIONS

28.98

show

7. Click “show” on Account Summary tab to verify the billing account distribution
8. In the Notes and Attachments tab, attach any relevant documentation, for example, vendor quote
9. Click the “calculate” button
10. Click the “submit” button

Calculate Submit Save Reload Close Cancel Copy