Division of Financial Affairs
Financial Transaction SOP: Purchasing, e-SHOP
SOP Owner: Cornell Procurement Services
Version Number #4, Date Revised: 06/11/2021

Updates:

Date	Section	Change
3/5/2012	Purpose, p. 1	Rewritten extensively
	Scope, Prerequisites, University Policy, Responsibilities	Deleted
	Reference Material, p. 1	Updated and moved up to page 1 from the end of the document
	Procedure, p. 2	Rewritten to clarify/update procedures
	Training issues, p. 7	Renamed section and updated according to new processes
9/25/12	All	Change department name to Cornell Procurement Services. Remove "Shop Catalogs" reference.
9/15/14	All	Changes for release 5, add calculate button, references to improvements
~~9/28/18~~ 06/11/21	All	Update bid and transaction limits

Standard Operating Procedure

1. <u>Purpose</u>

e-SHOP is Cornell's branded e-procurement system, which allows the user to procure goods and services from a wide variety of selected suppliers through KFS. When a department plans to purchase from a supplier who is in e-SHOP, then e-SHOP must be the procurement method.

Starting a requisition in e-SHOP provides several benefits to the user and the university:
- The e-SHOP shopping cart populates the line item detail in the KFS Requisition (REQS) with Cornell pricing.
- One shopping basket may be created for purchases from multiple suppliers.
- Both users and approvers may store notes on the order, helping to document the history.
- Transaction details are stored electronically.
- Users are purchasing from suppliers with whom Cornell has a formalized (contractual) relationship.

<u>Access to e-SHOP</u>
All staff have access to the e-SHOP marketplace and may shop from the suppliers participating in the Cornell marketplace. To purchase items from e-SHOP, a user must contact their Service Center to request a buyer permission level. (*See Workflow below for a definition of each role.*)

The e-SHOP user is the initiator of a shopping cart and is responsible for selecting items through the e-SHOP hosted catalogs and punch-out websites. It is the responsibility of the e-SHOP user to assess whether the proposed request for goods or services is in support of the university's mission.

2. <u>Reference Material</u>
- [University Policy 3.25, Procurement of Goods and Services](#)
- [University Policy 3.14, Business Expenses](#)
- [University Policy 4.6, Standards of Ethical Conduct](#)
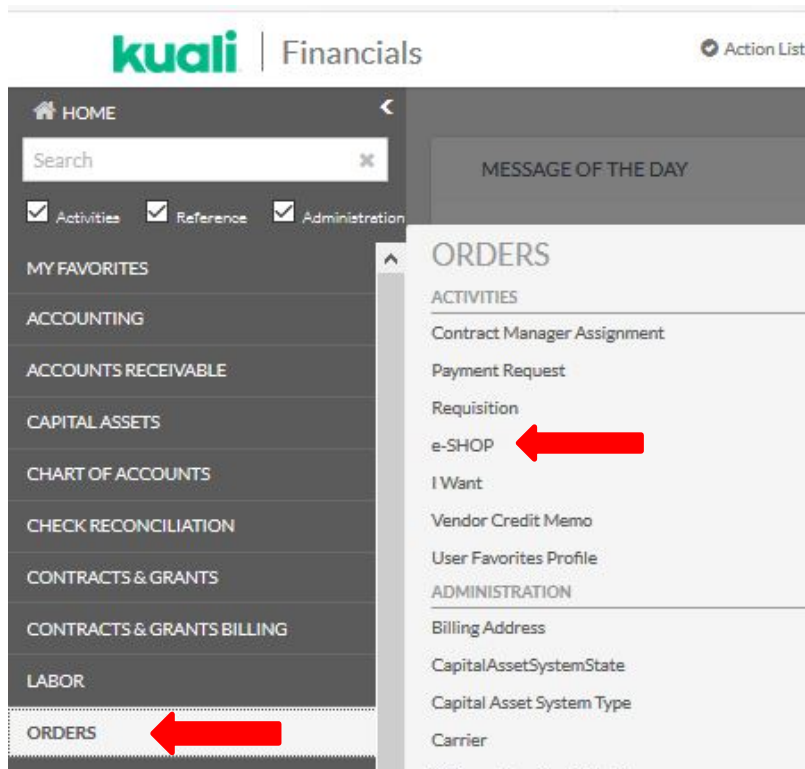
3. **Procedure**

Figure 1 – Main Menu, Purchasing / Accounts Payable, Transactions

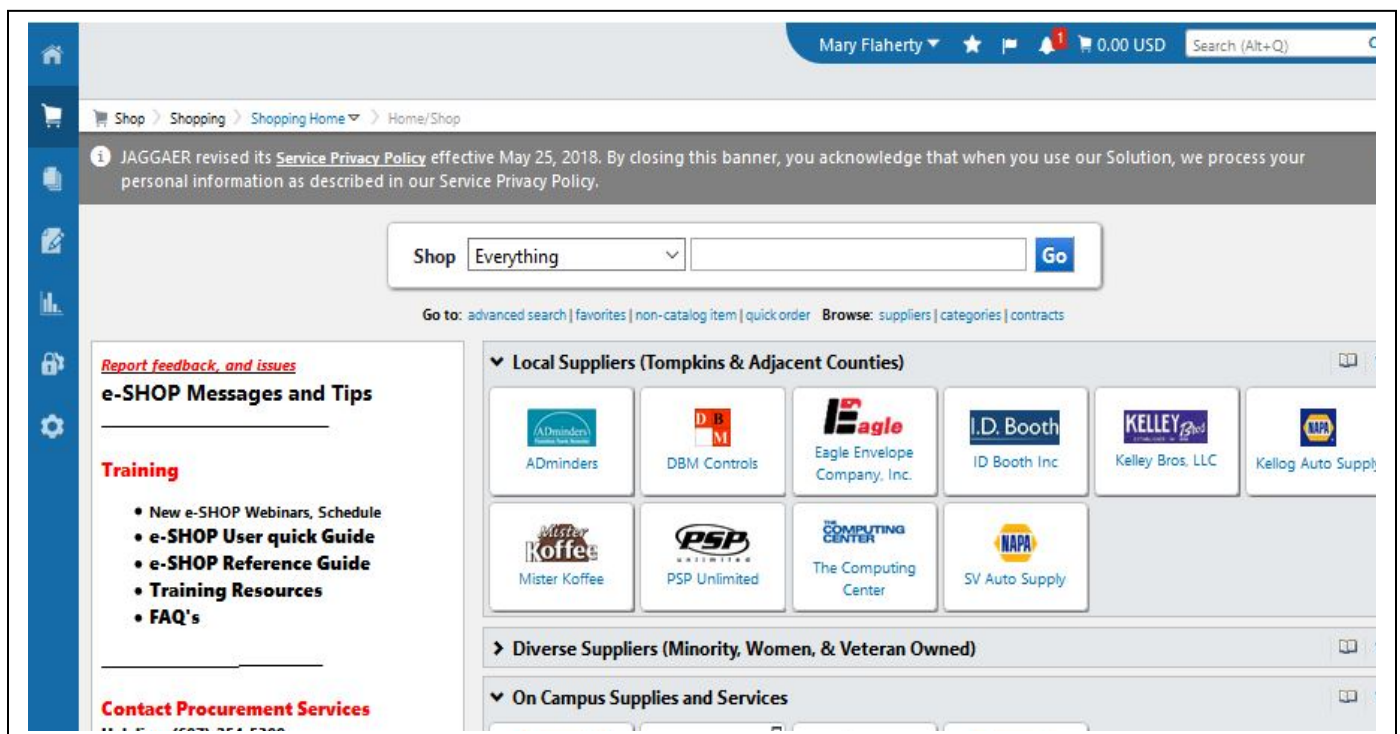Selecting e-SHOP from the KFS Main Menu tab opens the e-SHOP Home / Shop page.

Figure 2 – e-SHOP

The e-SHOP home page is structured with icons on the left-hand side of the page for Home, Shopping, Orders & Documents, and Catalogs & Contracts. The suppliers are organized in showcases: local suppliers, diverse suppliers, on campus, and then product groupings such as office supplies, general lab supplies, and so forth. e-SHOP specific training is listed on the Procurement Services website at https://www.dfa.cornell.edu/procurement/e-shop/training and includes:

- Purchasing e-SHOP tutorial (KFSPUR 400eSHOP)
- e-SHOP User Quick Guide
- e-SHOP Reference Guide
- Explanation of UNSPS codes
- Recurring Order Matrix
- KFS Requisition Tips
- Assigning Carts
- Setting Your Default Address
- Managing Favorite Accounts
- Amazon Business Login Instructions
- Using the Non-Catalog Form in e-SHOP
- And more…

Create your cart and begin standard checkout or assign the cart to another user. Refer to KFSPUR-400eSHOP Tutorial or e-SHOP Training for instructions on creating a shopping cart in e-SHOP. Note: Monthly training webinars are offered at 10:00 a.m. on the fourth Wednesday of most months.

All current e-SHOP help documents and web demos are easily accessed by clicking the book icon as shown in the screen shots below.

Close

Click any of the links below to access documents and demos on e-SHOP !

e-SHOP FAQ's

e-SHOP User Quick Guide

e-SHOP Navigation Guide

Kuali Requistion Tips

Building and Managing
a Favorite Account Code

Document Searching

e-SHOP Web Demo's !

Overview of the e-SHOP Home Page

Finding the Right Supplier in e-SHOP

Finding a Diverse Supplier in e-SHOP

Adding an Account in KFS

Assigning e-SHOP Carts

Copyng Carts and Searching History

Using the Non-Catalog Form

Creating a Favorite Account in KFS

The Assign Cart feature can be used to perform the following actions:
- Add goods or services to an existing saved order to a vendor, e.g., adding items to a saved office supply order to reach minimum order size requirements.
- Obtain approvals. Low dollar purchases (generally under $1,500) are eligible to be routed directly to the supplier with no additional approval requirements. Purchases above $1,500 will route to your Service Center for approval, prior to being sent to the vendor.
- Assign (forward) the shopping cart to someone who can enter correct account number(s) and object code. When a cart is assigned, an e-mail alert with a text box is automatically generated. If known, enter the account number or project name in the text box (see *Figure 3 below*).

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financial system

When you assign a cart to someone, the person who submits the cart becomes the owner of the cart. The new owner is responsible for completing the resulting requisition (REQS) in KFS and submitting it.

Once the cart has been submitted and the KFS REQS created, the name of the cart will appear in the Description field on the REQS. The cart name defaults to "order date, NetID, # of orders placed that day."

If a shopping cart includes multiple vendors, the orders will be split between the vendors when the e-SHOP order loads in KFS and creates the REQS. The user will still have multiple orders. The user will need to assign accounting lines and submit each order separately.

Use the text box to enter the account number, project name, or instructions for the assignee.

Figure 3 – Assign Cart example

When assigning carts, users may build a drop-down list of their assignees. An e-mail alert with a note is sent to the assignee along with any additional notes entered by the user. (See Figures 3 & 4)

Figure 4 – Assign Cart example (continued)

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Business Purpose is a required field and must be entered **before** the order is submitted to KFS. To input the business purpose, click on the link labeled "add note..." The Business Purpose field will be loaded automatically into the Explanation field in the KFS REQS.

Figure 6 *– Business Purpose field*

Figure 8 – *Example: system-generated REQS (after ordering lab supplies in e-SHOP)*

Figure 9 – *Example: system-generated Description field and explanation field (i.e., Business Purpose – additional information can be added).*

<u>Procedure for e-SHOP users:</u>

1) From the e-SHOP home page, select a vendor by clicking on the vendor's icon.
   - Categories provides an Excel listing of all available products.
   - Punch-out takes you to the vendor's Cornell-specific web site.
2) Place item(s) in cart and select check out to return to e-SHOP. Add the required business purpose in the Business Purpose field. (**Note**: the name of the cart is system-generated and will automatically fill the Description field on the resulting REQS.)
   Note: the business purpose should explain why the expenses incurred are appropriate for the funding source or necessary to perform the project; it should not be just a listing of the ordered items.
   The initiator can **Submit** the cart to KFS or use the **Assign Cart** feature in e-SHOP to forward the cart to someone else, who will then submit the cart to KFS and become the owner of the cart.
3) Returning the cart to KFS creates the requisition (REQS). The person to whom the cart is assigned will complete the REQS (i.e., enter the account number and object code).
   Note: Accounting lines are a required field in the KFS REQS. If an account is not present, the system will return the REQS to the action list of the person who submitted the REQS. The REQS will not route anywhere unless the account number is entered and the order will not be processed. Users who frequently use the same accounts may set up "Account Favorites" which will automatically be applied to the requisition and may be changed if different accounts are required.
4) Calculate and Submit REQS**. The Calculate button must be selected before submitting** the requisition.. After submitting the REQS, you will receive the system-generated message, "*Document was successfully submitted.*"
5) Order routes as defined within KFS workflow (*see below*).

Workflow

There are 4 roles specific to this e-doc:

- e-SHOP "shopper", may create cart but must assign it
- e-SHOP "buyer", user with a $1,500 preapproved limit
- e-SHOP "plus", buyer with a $5,000 preapproved limit
- REQS initiator role, may create and submit a KFS requisition
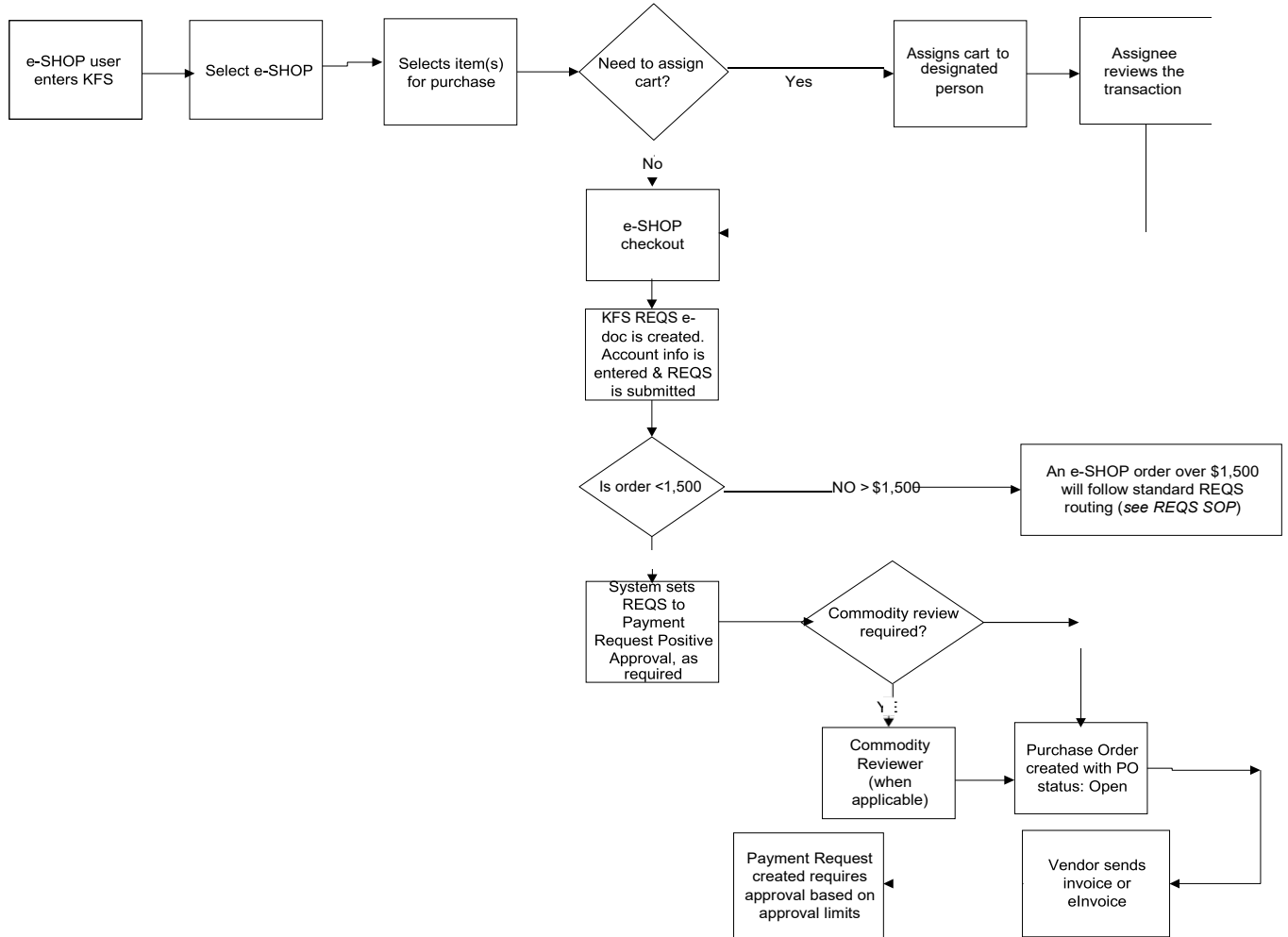
e-SHOP Process

Figure 10 – *Routing*

Other Issues

- When commodity codes are marked sensitive, only those users in the route log and those who have sensitive data role can see the order. Do not modify the commodity codes.
- If you create an e-SHOP cart with more than one vendor, a separate requisition is created for each vendor; the first one will display, and the requisitions to the remaining vendors can be accessed from your KFS action list.
- Copying a requisition or cart is not recommended. If you do copy, verify that pricing and item number are still current and information does not need to be updated (e.g., verify the account number). An e-SHOP REQS is only available for copying for a limited number of days.
- No change orders (i.e., Purchase Order Amendments) can be done on e-SHOP orders. To cancel an order with an e-SHOP vendor, contact the vendor directly and then cancel the item within KFS. If you do not cancel / void the order within KFS, it remains in the system. **Note**: cancelling only a portion of an order can only be done before the REQS is submitted.
- Completed orders should be closed, not voided.

4. <u>**Definitions**</u>

       KFS at Cornell Glossary
       KFS Acronym Glossary (e.g., Automatic Purchase Order—APO)