eShop for Shoppers
Training Manual
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Overview

eShop is a role-based shopping tool that allows shoppers to take advantage of pre-negotiated contracts from well-known suppliers. Shoppers are able to search and shop the site for goods, knowing these have been pre-approved for the University. A Shopper is anyone on campus that does not have access to ‘Create a Requisition’ in PeopleSoft.

Accessing eShop

1. Navigate to your eShop URL
   https://solutions.sciquest.com/apps/Router/SAMLAuth/UTSystemSD.
2. Enter Network ID and Password
3. Click Login
4. Begin creating a shopping cart
Navigation
There are three main areas of eShop:

1. **The Main Workspace** - The main workspace is where one can manage the active eShop feature. It will always display breadcrumbs that show the navigation path to the page the user is accessing.

2. **The Side Navigation Menu** - Most areas of eShop can be accessed from the side navigation menu. When a user rolls over the main menu icons, slide-out sub-menus display. In general, menus are grouped by related tasks. For example, shopping tasks are grouped in the **Shop** menu.

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.
Ordering from a Punch-Out Catalog

Punch-out catalogs are external links to a supplier’s website. Click on the Vendor Icon in the Punch-out Catalog section of the Shopping Dashboard. This will take you to the vendor’s website for UT System.
Completing a Cart
Once you have completed shopping and are viewing your cart, you can name the cart for future reference/searches. You can also modify the cart, empty the cart or provide various other actions by using the dropdown. If you make changes, click Save button.

The only way you, as a Shopper, are able to order items in your cart is to Assign Cart to a Requester (do not use the Proceed to Checkout button). The Requester will transfer the cart into PeopleSoft for processing.
Assigning a Cart
Once you have selected your items and are in the active a cart:

1. Click on the **Assign Cart** button.
2. Select the requester whom you would like to assign the cart by either:
   a. clicking the **Select from Profile Values** radio button and selecting the appropriate name from the **Select from profile values** dropdown
   
   ![Assign Cart](image)

   b. clicking the **Search for an assignee** radio button and click **search for an assignee**.
   
   ![Assign Cart](image)

   This pop will display, to add criteria (such as last name) and click the **search** button.
   
   ![User Search](image)

   Click the **select** link for the appropriate name, to return to the original screen.
   
   ![New Search](image)

3. Click the **Assign** button.

You will get a confirmation that the cart was assigned successfully. Once assigned, the assignee receives an email notification.
Editing a Cart

Punch-out

Punch out items cannot be edited in the cart. It is required you punch out to that catalog again.

You do this by clicking the modify items link in the cart. This will take you back to your cart in the Punch-out site.

Carts that have been returned to PeopleSoft

Once a cart becomes a PeopleSoft requisition, the eShop cart is no longer editable. It is recommended a requester cancel the requisition and create a new cart in eShop, with any changes that may need to be made. If the cart was assigned, the requestor will need to notify the shopper that the cart number has changed.
eShop Invoices

Invoicing in eShop is an automated process for eShop purchase orders.

Document Search

To look up any documents you have completed use Document Search. The Document Search provides the ability to search across carts, purchase orders and eInvoices to view the document histories all at the same time. When doing this, users will be presented with search options that span across multiple document types. Document searches are used to not only tell about “past” orders, but to access carts in process to find out the status.