SEARCH FEATURE IN HEALTH JSING THE DOCUMENT REGINA WHITE, MSM, CPPB, GCPA HEALTH ESHOP ADMINISTRATION JANUARY 201A ESHOP

WELCOME

Health eShop is GRU's one stop shopping network, in which End Users purchase all of their contracted items. Health eShop is our required shopping tools for items such as Office, Lab, Computer, and Facilities supplies.

This Presentation will introduce user to the document search feature in Health eShop

Audience: Requesters, Shoppers, and Administrators with Health eShop Access

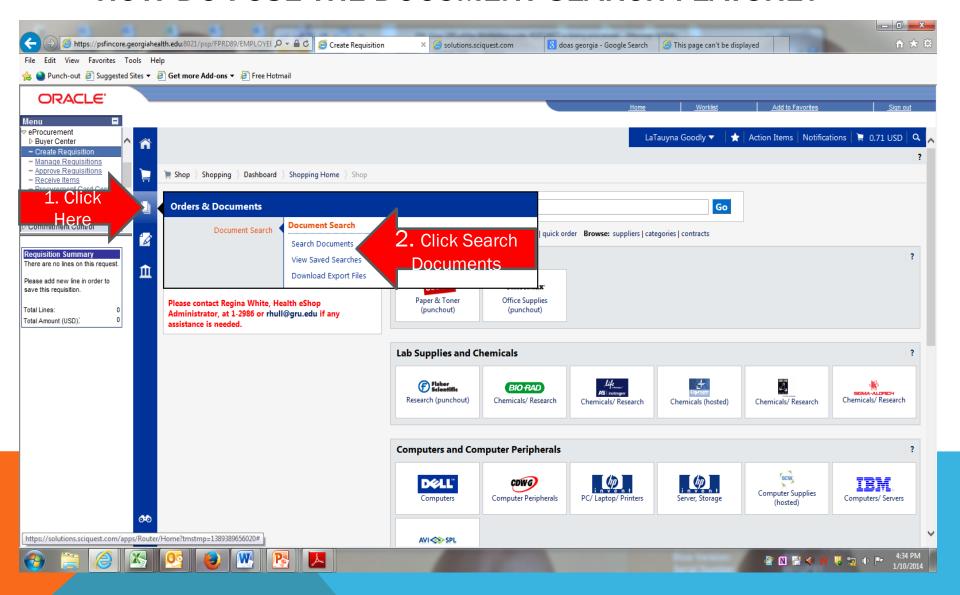
WHAT IS DOCUMENT SEARCH?

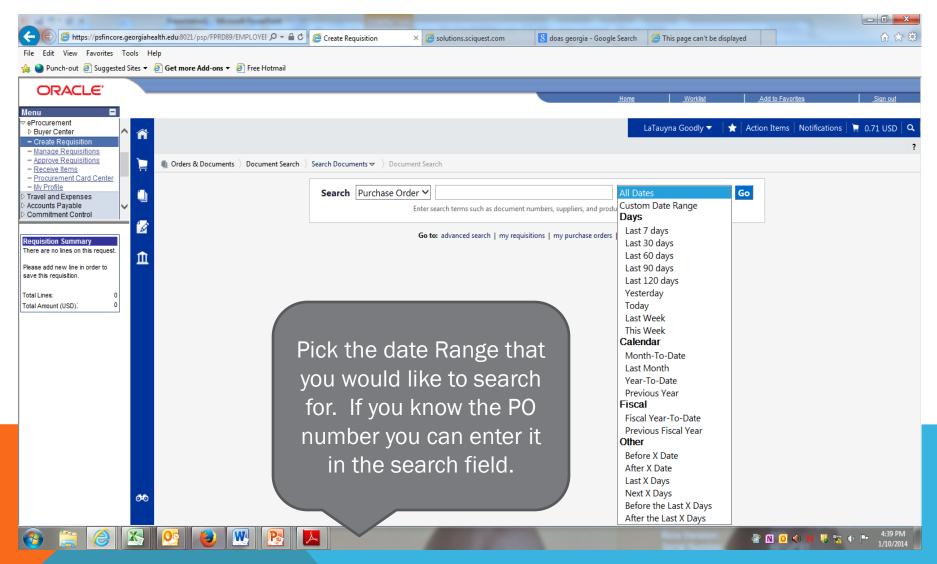
The Document Search feature allows End Users to look at Purchase Orders that were processed through Health eShop. The Document Search feature also allows End Users to view and print electronic invoices (if available) for their records.

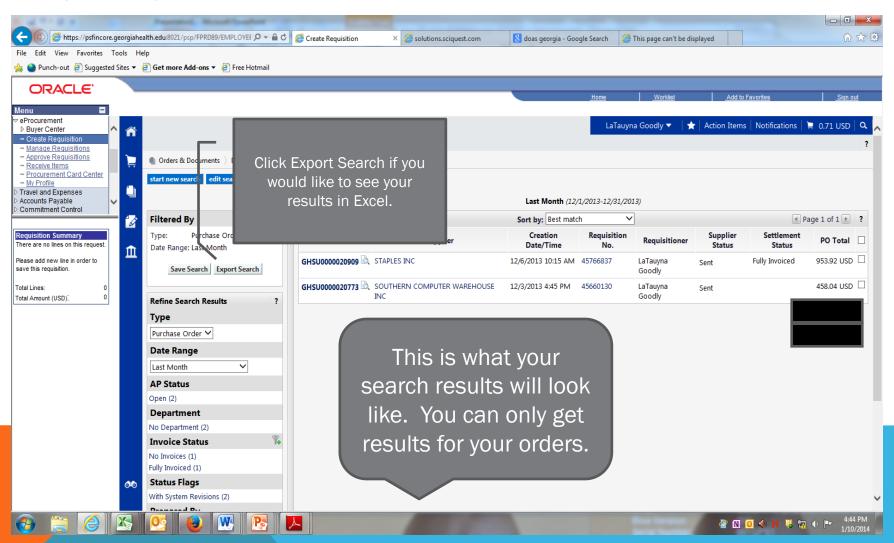
WHICH VENDORS HAVE ELECTRONIC INVOICES?

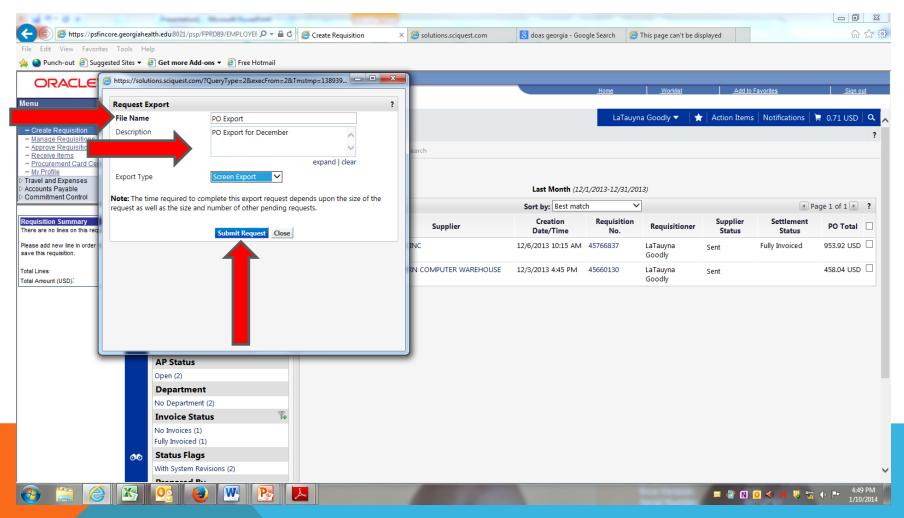
Not all vendors will have invoices in Health eShop. Those vendors that have made electronic invoices available for Health eShop purchases are:

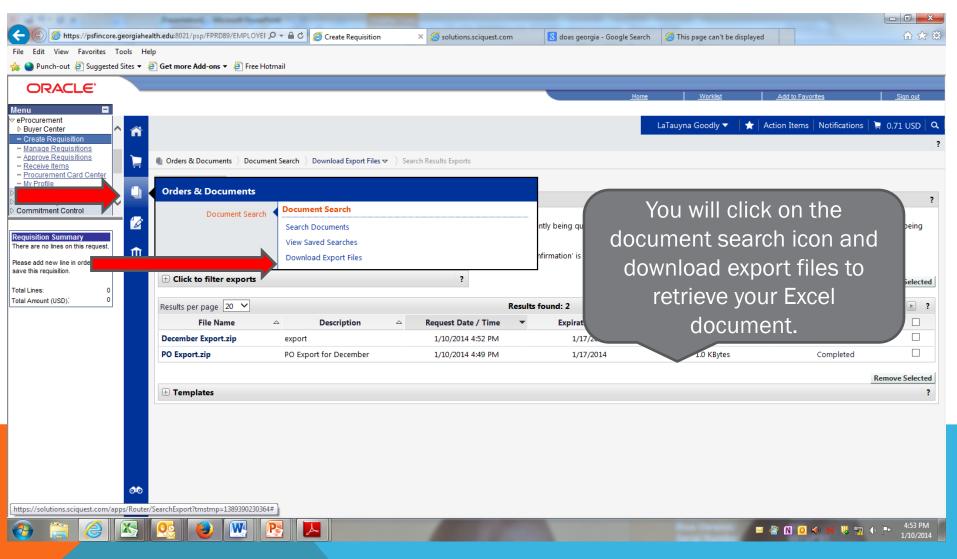
- -Bio-Rad
- -Fisher
- -Life Technologies
- -OfficeMax
- -Santa Cruz
- -Sigma Aldrich
- -Staples

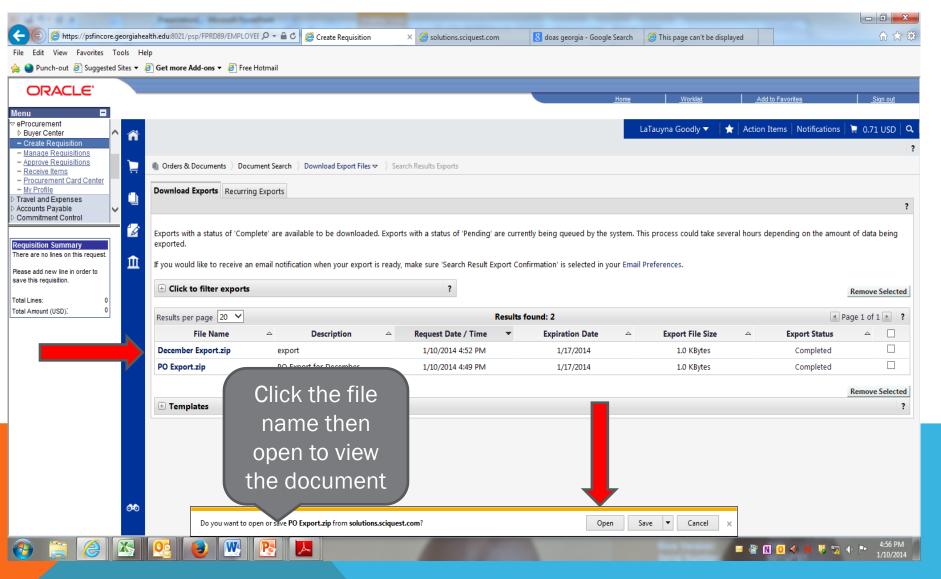












QUESTIONS?

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