Health eShop

Quick Guide

If you have any additional questions about Health eShop please contact:

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The Shopper’s Guide to Health eShop

This Guide will allow you to:

1. Shop from Hosted Catalogs
2. Shop from Punch Out Catalogs
3. Shop using the non-catalog function
4. Add items to Shopping carts
5. Assign shopping carts
6. View cart history
7. Change cart assignees

Upon logging into the system, your home screen will look like this:
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Hosted Catalog Shopping

You can shop for items using the hosted catalogs in several ways:

1. Using the shop tab in the upper middle of the screen. This will allow you to search for one item from all Hosted Suppliers.
2. Advanced Search in the shop tab. This will allow you to search for items type, sku, manufacturer, supplier, etc.
3. Shopping with one supplier. This will allow you to search for an item with one supplier only.

Using the Shop Tab:

1. Type what you would like in the blank provided. For this example we used “bag”. If you want to get more specific with the type of product choose a category in the drop down box on the left. Press GO.

2. A list of the available items containing the word “bag” will populate. You can filter the results on the left hand tab to refine your search. Results can be filtered by manufacturer name, supplier class, supplier, category, product flag and unit of measure.
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Hosted Catalog Shopping

Using the Advanced Search Tab:

You can search by words, Sku, manufacturer, Supplier or phrases.

Press Search.

Here are your search results.
These results can be filtered.

Also.
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Hosted Catalog Shopping

Shopping with one Supplier:

If your item is available from the supplier, it will give you the option to add to cart.

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Punch Out Catalog Shopping

Using Punch Out Catalogs will take you directly to a Supplier Website. Upon clicking on the link in Health eShop, you will be taken directly to their site. The Shopping experience will be unique to each punch out supplier as the websites are maintained exclusively by the supplier.
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Non-Catalog Shopping

You will use the non-catalog shopping function when an item is available from a vendor but not located in the catalogs provided through Health eShop. You may have received a quote from the vendor for a special order item, or it is vendor supported by Health eShop but does not have a catalog listed inside of Health eShop.
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Non-Catalog Shopping

Welcome to Health eShop
TEST ENVIRONMENT

- Action Items
  - My Orders
  - View recently completed orders
  - View Approvals
  - View Administrative Items

Preferred Suppliers & Hosted Catalogs

Type the Sku to search for item availability within the catalog first.

Shop - Windows Internet Explorer

- Enter Supplier
- Product Description
- Catalog No.
- Quantity
- Price Estimate
- Packaging

- Select product details
- Hide product details
- Manufacturer Name
- Manufacturer Part No.

- Controlled substance
- Recycled
- Hazardous material
- Radioactive
- Recycled
- Gasket agent
- Tar
- Energy star
- Green

Save and Add

Save and Close

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Non-Catalog Shopping

Change your category code to indicate the type of item you have.

Type item description.

Select the description that matches best.
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Adding items to Shopping Carts

Hosted Catalogs:

Punch Out Catalogs may vary based on supplier. You will add the items to the cart on the supplier webpage and return the cart back to the Health eShop system.
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Assign your Shopping Cart
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View Cart History

Go to Carts, then draft carts
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Change Cart Assignees

It will take you back to this page, where you can re-assign the cart:
Guidelines for Requestors/PeopleSoft Users
PeopleSoft Access to Health eShop
Step #1: Define Requisition

1. Login to PeopleSoft—Click eProcurement—Click create requisition. Please note that the Buyer will automatically populate. Your screen should look like this:

2. In the Line defaults section you will search for the vendor by clicking the search button. When you click on this you will type the name of the vendor that you want to buy from in the name section.

On the far right hand side of the vendor description it will let you know if the vendor is in Health eShop. If the vendor is not in Health eShop, you must enter the req using Special Request (refer to Section 2 of this document). When the vendor comes up, you will click on the vendor number to add it to your req. Note: You must select a vendor or the system will not allow you to move to the next step.
3. Under the line defaults section, complete the due date and attention to fields. When entering the attention the format must be OFFICE/NAME i.e. HSB300/HULL. Note: The attention to format is mandatory and the system will give an error message if blank or not entered correctly.

4. Enter Account String information in the accounting defaults section. Press Continue. If everything is entered correctly you will be able to move to Step 2.
**PeopleSoft Access to Health eShop**

Step #2: Add items and Services/Shopping in Health eShop

1. If the vendor selected is in Health eShop, the tab will automatically default to the web tab that has the “Health eShop link”.

You will receive a message about unsaved data on the page press cancel to continue to Health eShop.

2. You will arrive into Health eShop. Your home screen will look like this:
PeopleSoft Access to Health eShop

Step #2: Add items and Services/ Shopping in Health eShop

3. You will shop for your items within Health eShop and add them to your cart. Note: A detailed instruction on how to shop within Health eShop is in the Shopper’s Guide to Health eShop.

4. Click the cart information in the upper right corner of the screen to view your cart. At this screen you can change the name of the cart and click proceed to checkout.
PeopleSoft Access to Health eShop
Step #2: Add items and Services/ Shopping in Health eShop

5. At this point, you can review and return your cart to PeopleSoft.
PeopleSoft Access to Health eShop
Step #3: Save and Submit

6. Your cart will be returned back to PeopleSoft. At this point you can edit any individual line items or add comments.

Click here to add comments and attachments at the line level. This includes computer specs.

Add general comments for the req here. This will include Computer Specs that are copied from vendor website.

7. Press Check Budget. When you receive a valid budget check, you will then press save and submit.
1. Click on the link in the email. This link will take you to PeopleSoft.