

Health eShop



Quick Guide

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

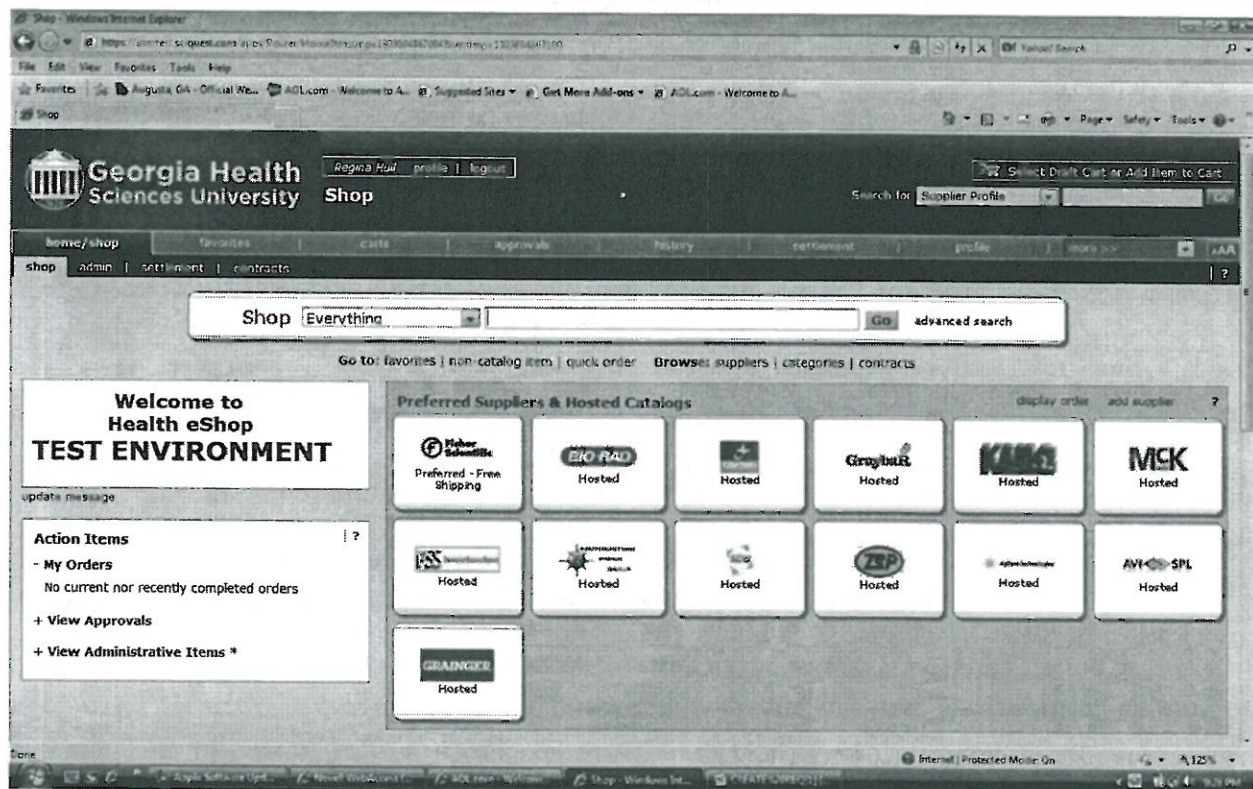
Regina Hull- Health eShop Administrator
X2986 or rhull@georgiahealth.edu

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:



The Shopper's Guide to Health eShop

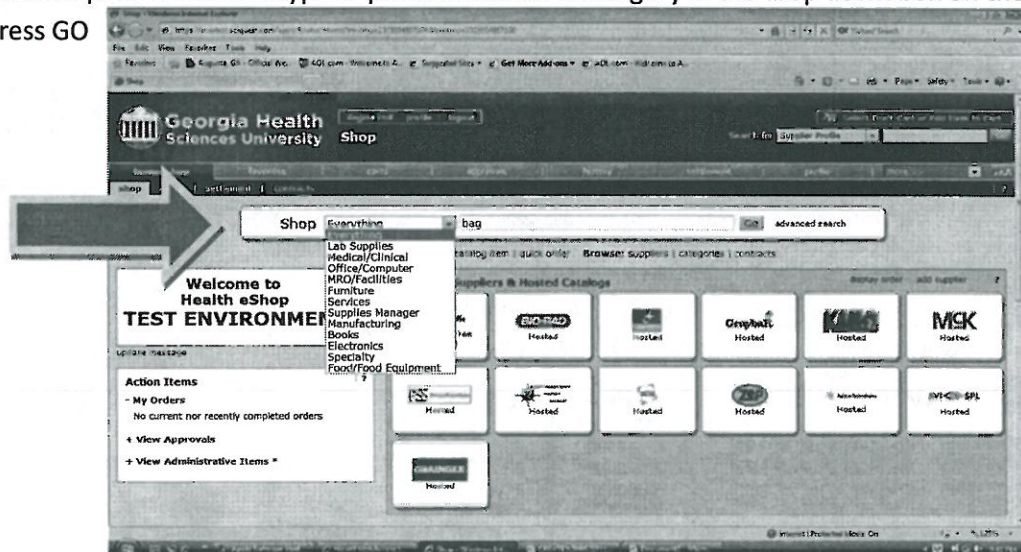
Hosted Catalog Shopping

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

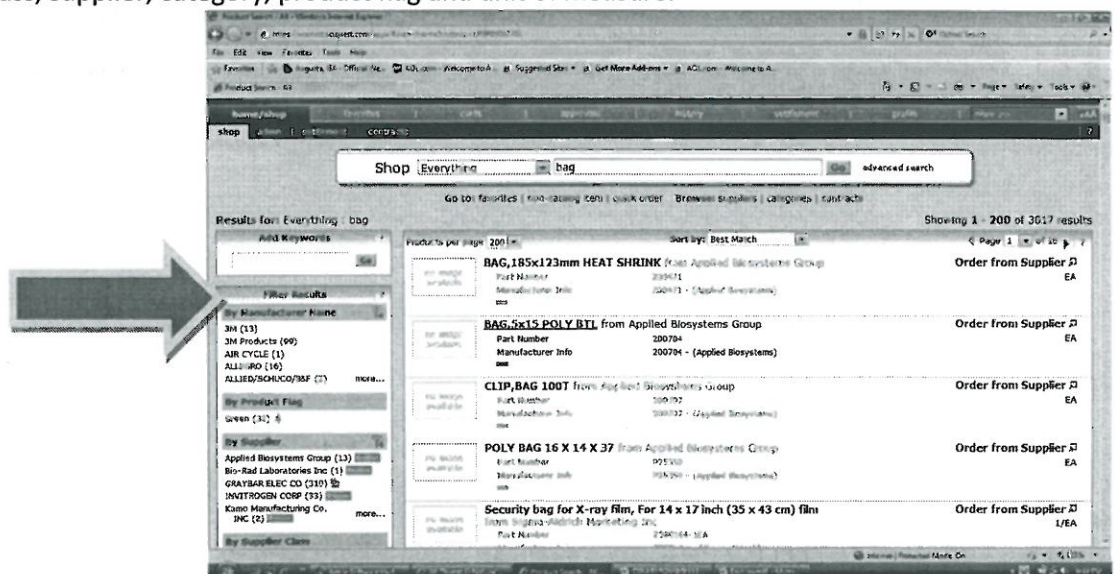
1. Using the shop tab in the upper middle of the screen. This will allow you to search for one item from all Hosted Suppliers.
2. Advanced Search in the shop tab. This will allow you to search for items type, sku, manufacturer, supplier, etc.
3. Shopping with one supplier. This will allow you to search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



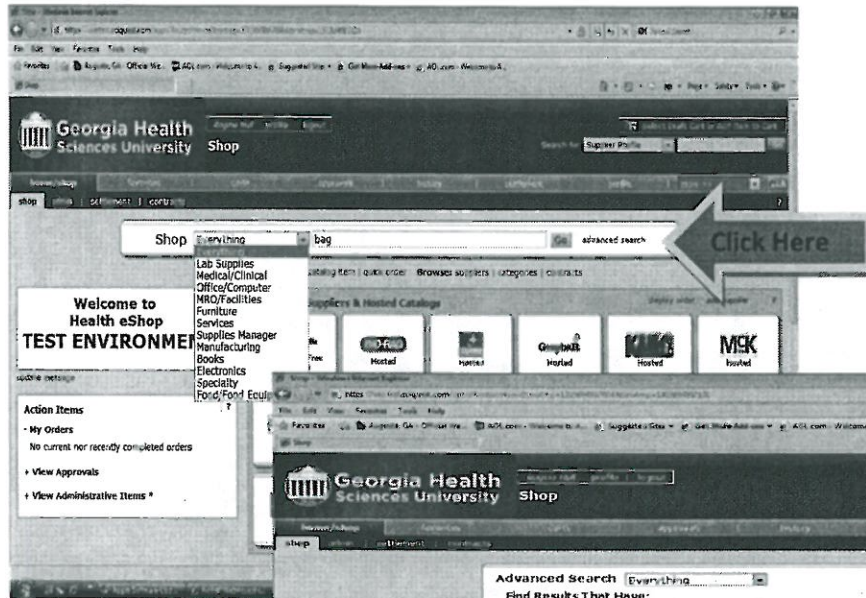
2. A list of the available items containing the word "bag" will populate. You can filter the results on the left hand tab to refine your search. Results can be filtered by manufacturer name, supplier class, supplier, category, product flag and unit of measure.



The Shopper's Guide to Health eShop

Hosted Catalog Shopping

Using the Advanced Search Tab:

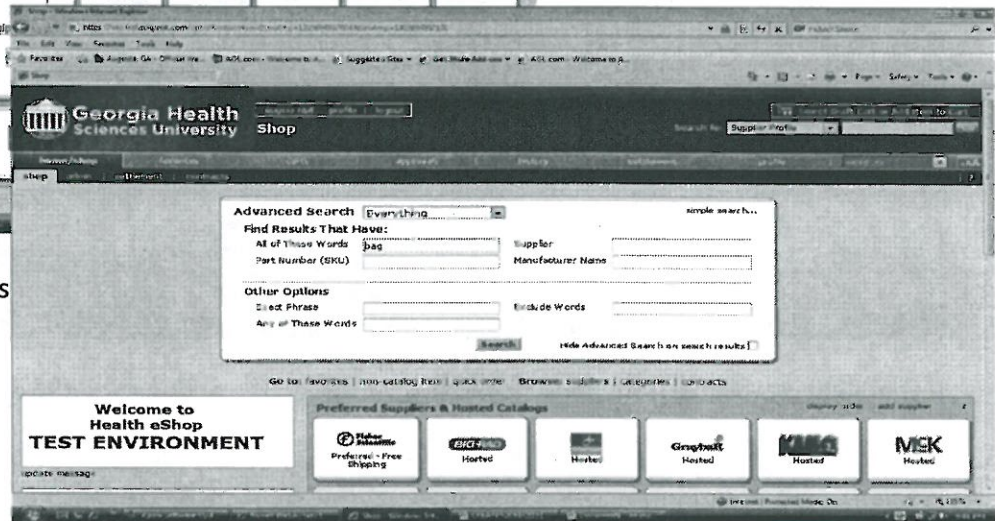


You can search by words

Sku, manufacturer,

Supplier or phrases.

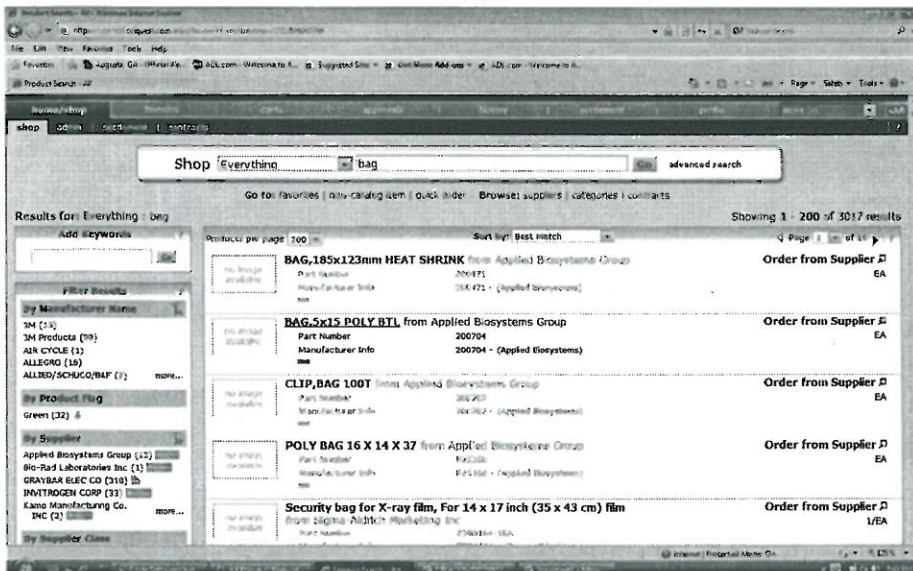
Press Search.



Here are your search results.

These results can be filtered

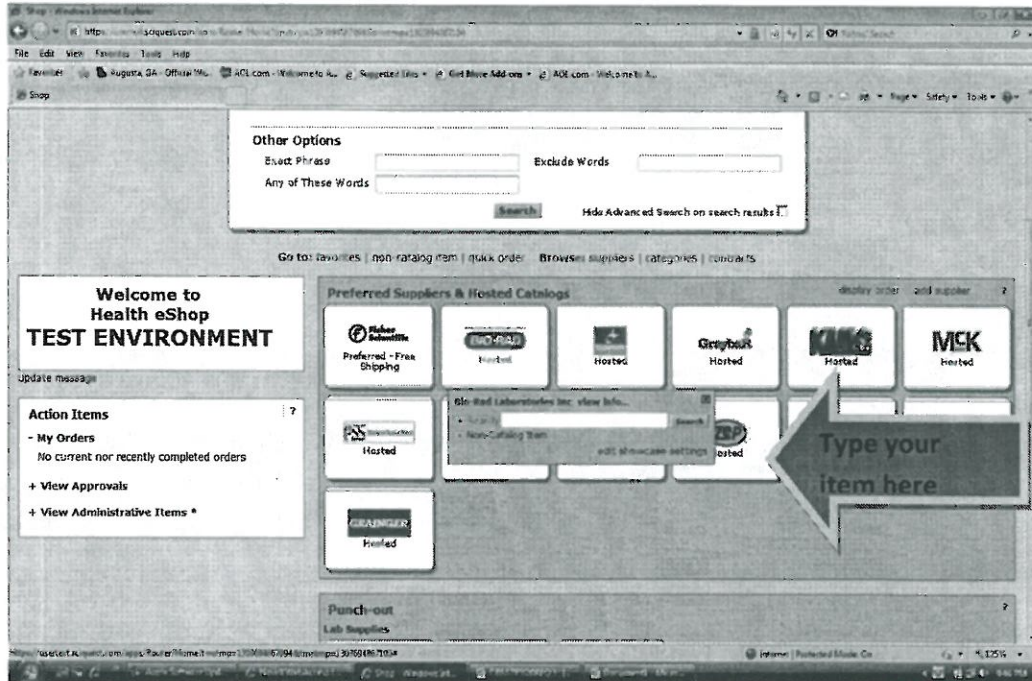
Also.



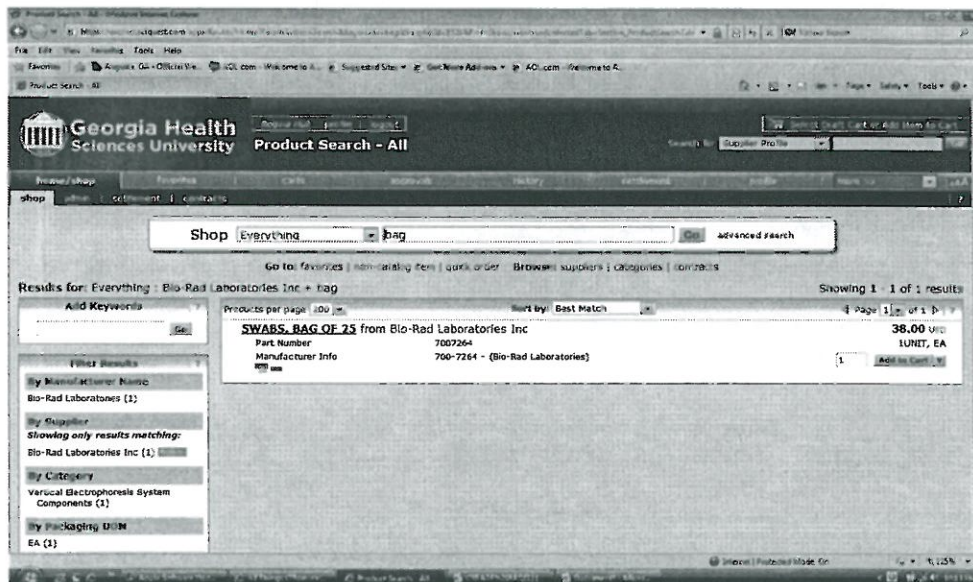
The Shopper's Guide to Health eShop

Hosted Catalog Shopping

Shopping with one Supplier:



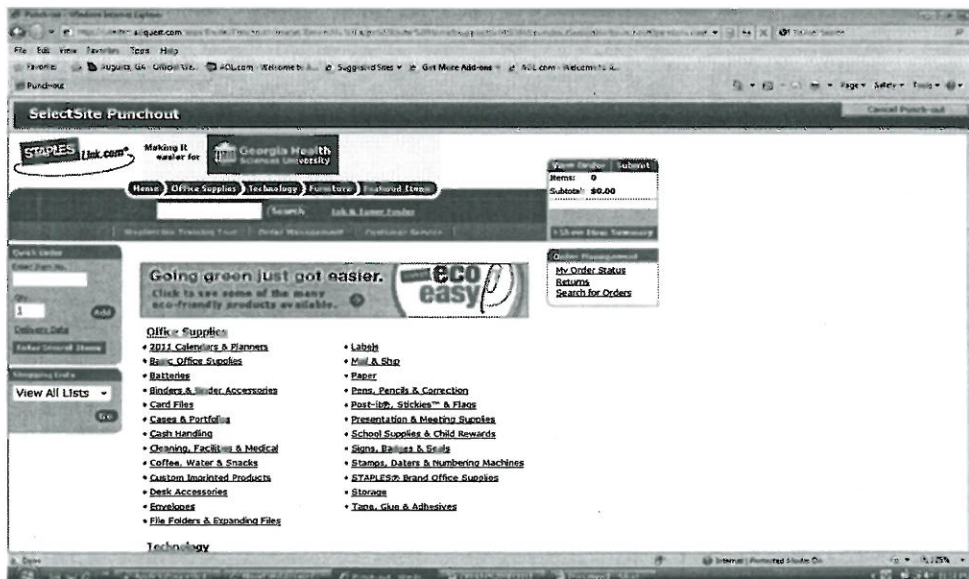
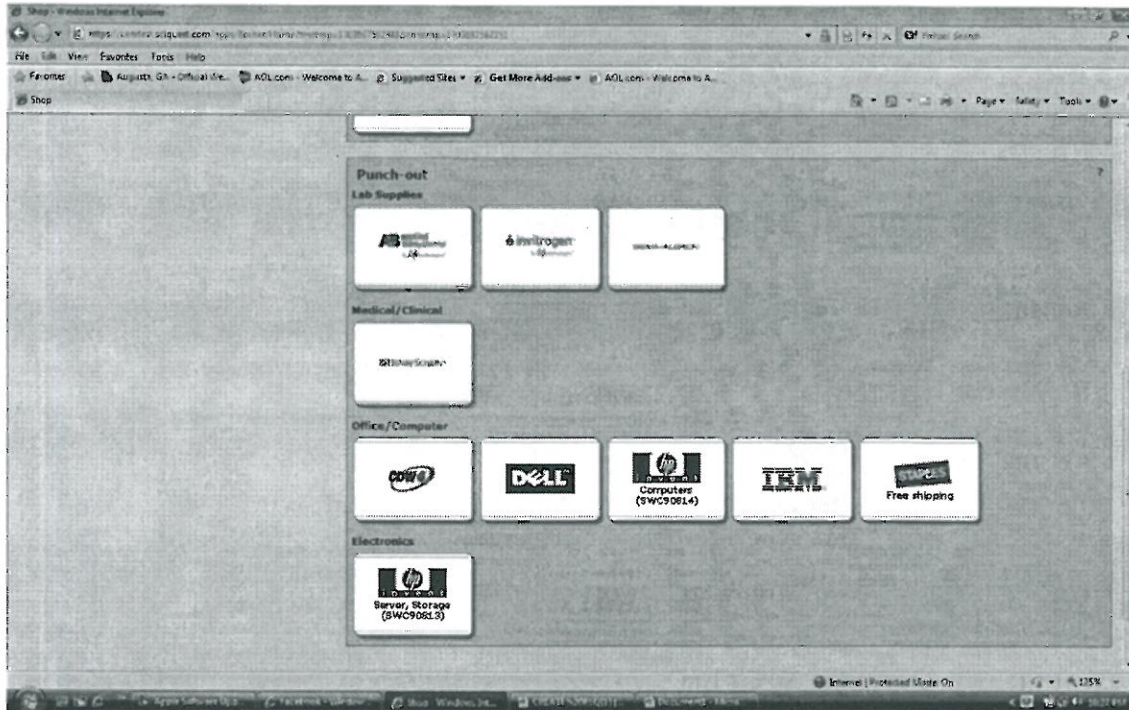
If your item is available from the supplier, it will give you the option to add to cart.



The Shopper's Guide to Health eShop

Punch Out Catalog Shopping

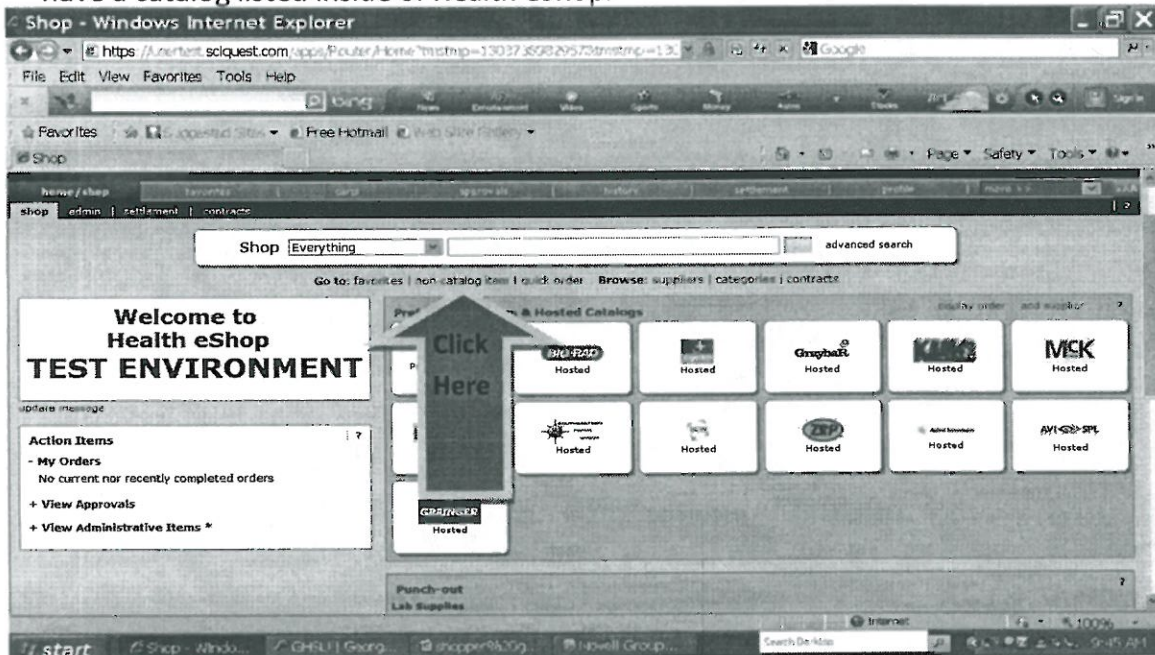
Using Punch Out Catalogs will take you directly to a Supplier Website. Upon clicking on the link in Health eShop, you will be taken directly to their site. The Shopping experience will be unique to each punch out supplier as the websites are maintained exclusively by the supplier.



The Shopper's Guide to Health eShop

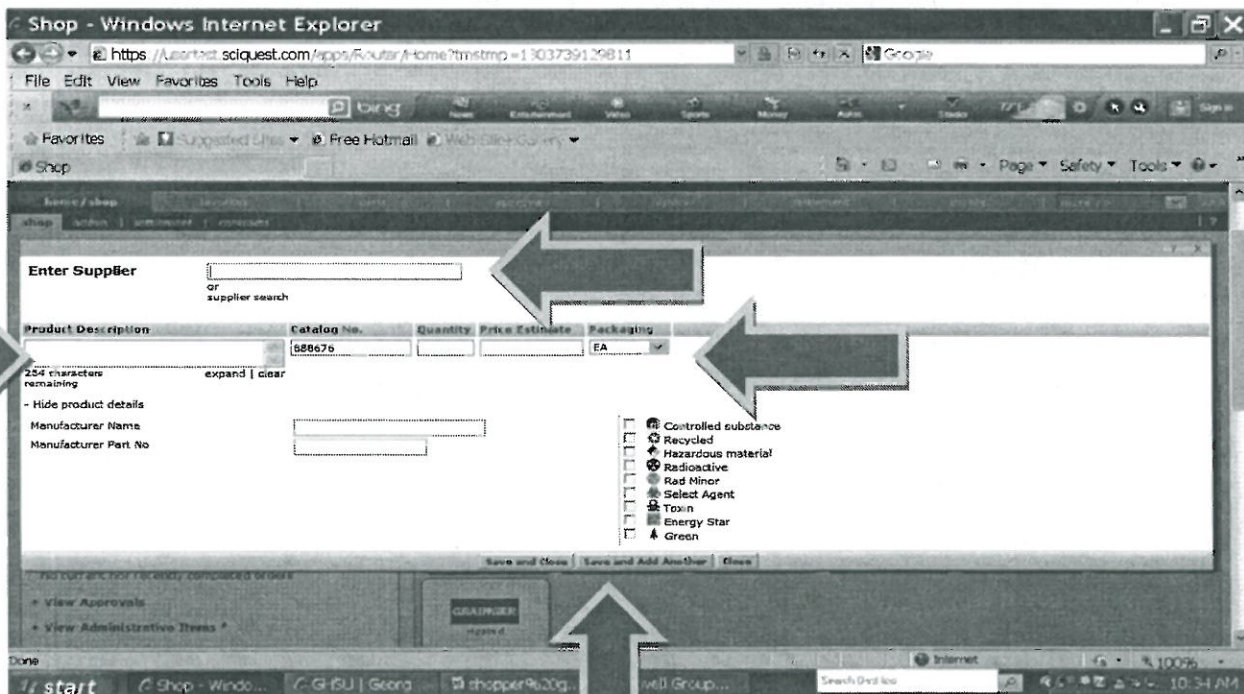
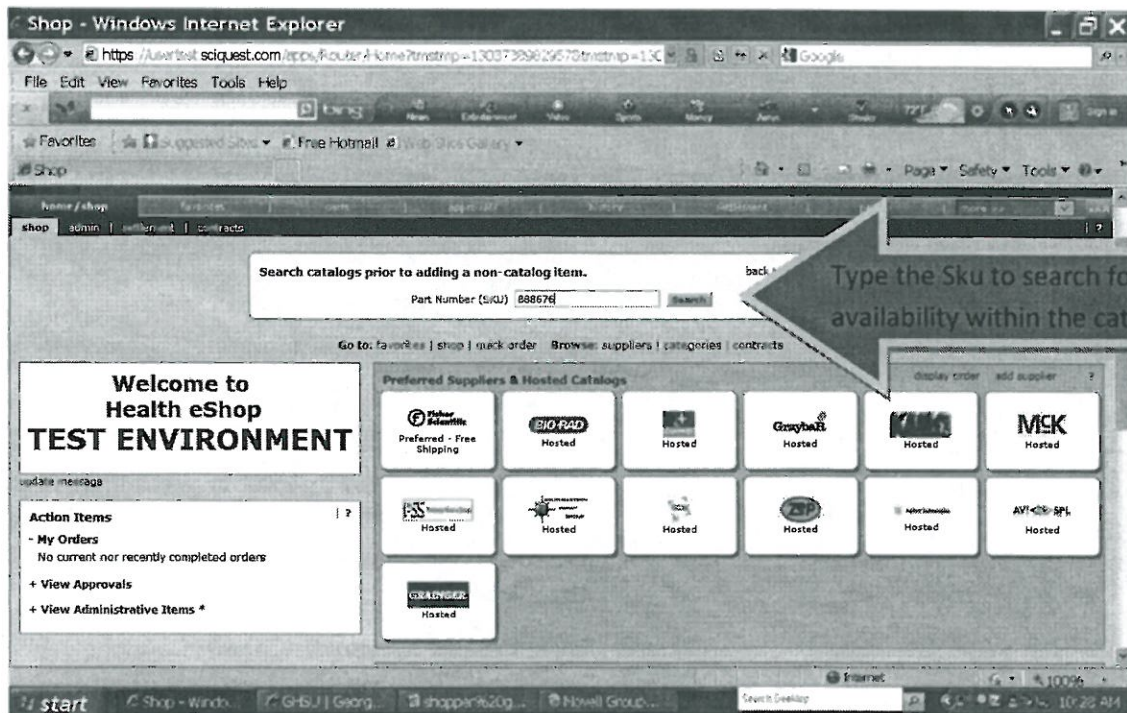
Non-Catalog Shopping

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.



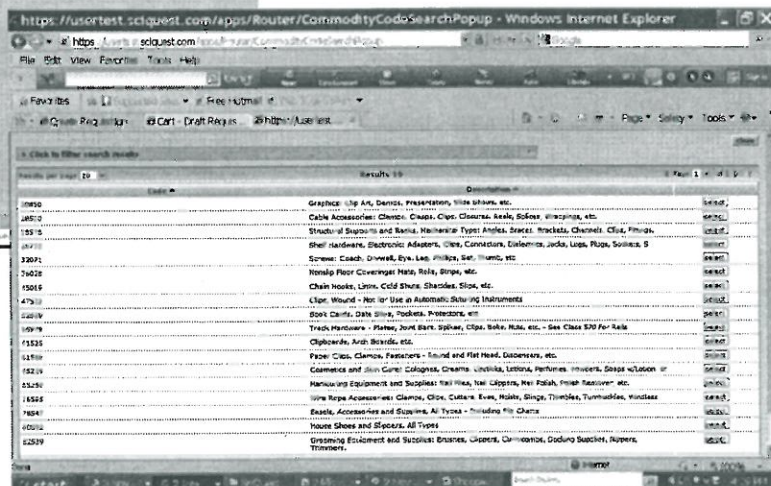
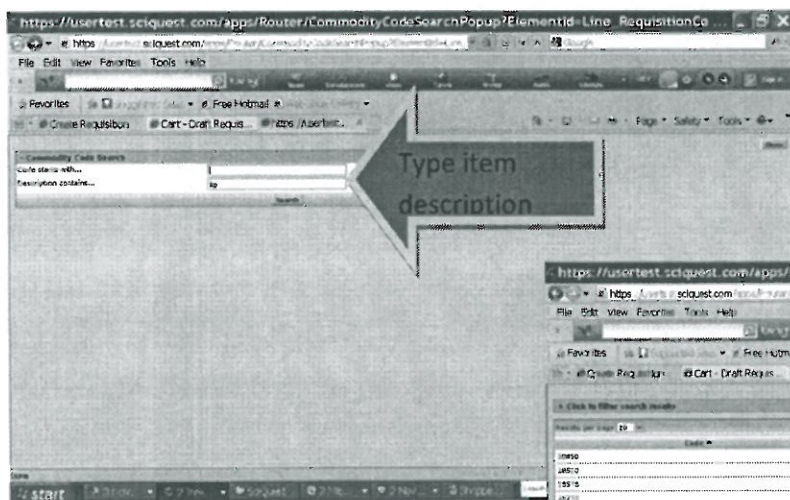
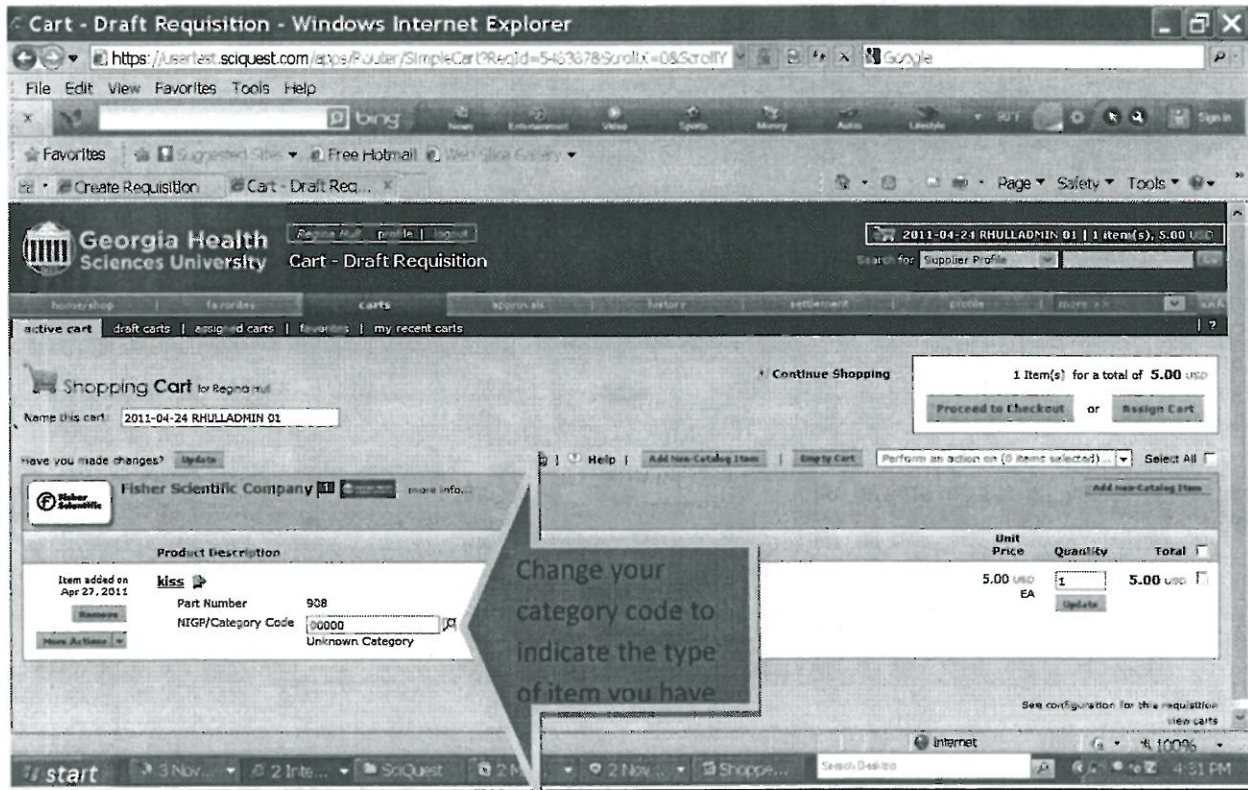
The Shopper's Guide to Health eShop

Non-Catalog Shopping



The Shopper's Guide to Health eShop

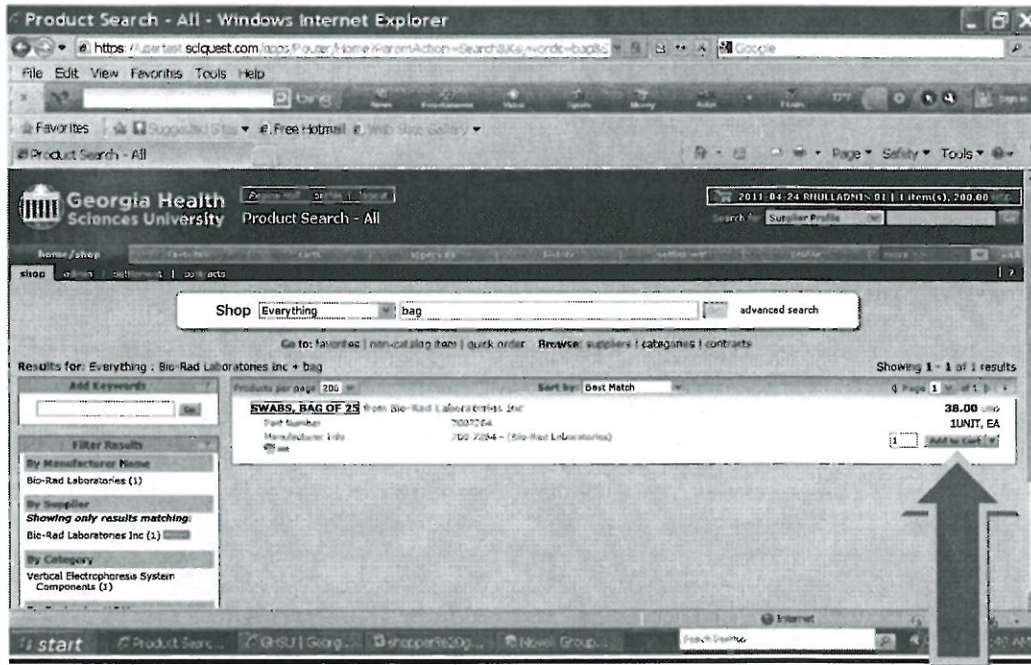
Non-Catalog Shopping



The Shopper's Guide to Health eShop

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.

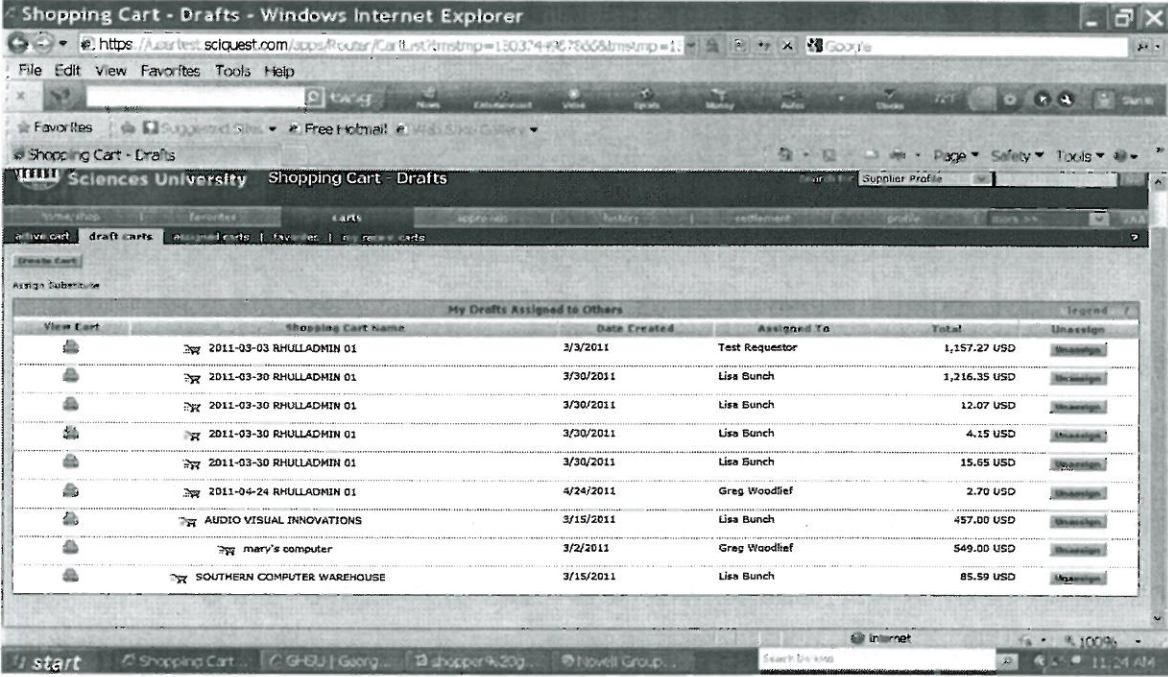
Assign your Shopping Cart



Shopper's Guide to Health eShop

View Cart History

Go to Carts, then draft carts



Shopping Cart - Drafts - Windows Internet Explorer

https://test.sciquest.com/apps/outsourcing/CartList?tmstamp=130374+RC7660&tmstamp=1

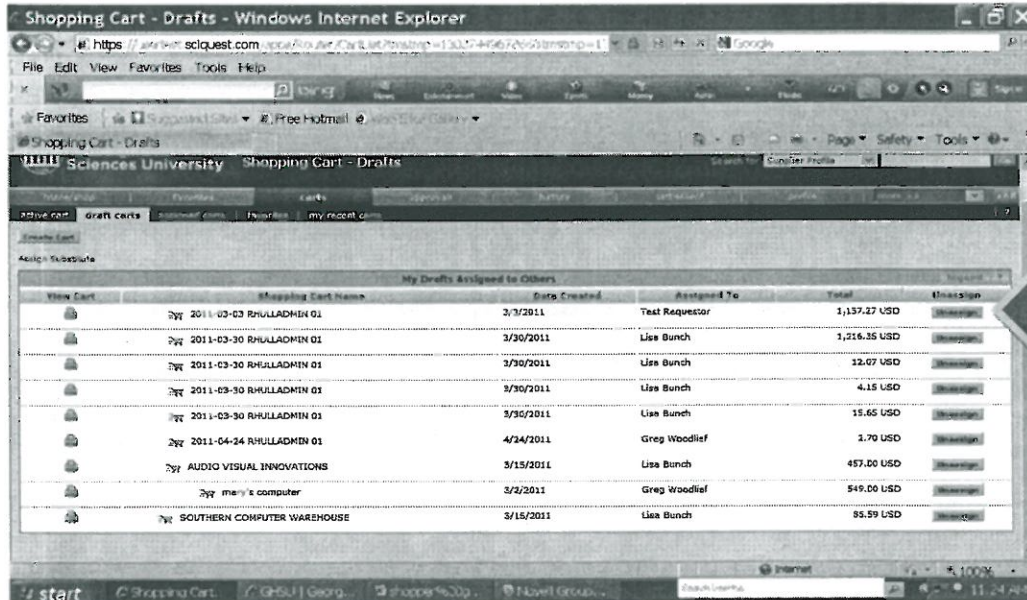
Shopping Cart - Drafts

My Drafts Assigned to Others

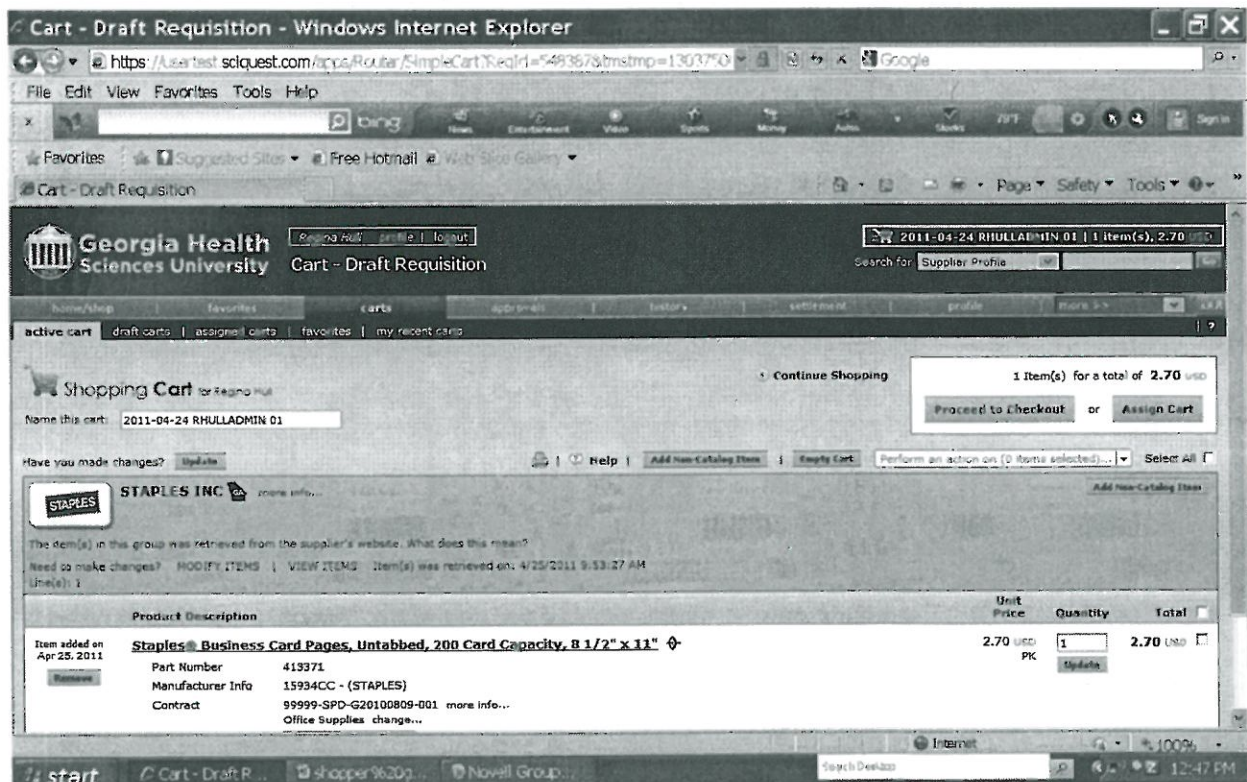
View Cart	Shopping Cart Name	Date Created	Assigned To	Total	Invoiced
	2011-03-03 RHULLADMIN 01	3/3/2011	Test Requestor	1,157.27 USD	
	2011-03-30 RHULLADMIN 01	3/30/2011	Lisa Bunch	1,216.35 USD	
	2011-03-30 RHULLADMIN 01	3/30/2011	Lisa Bunch	12.07 USD	
	2011-03-30 RHULLADMIN 01	3/30/2011	Lisa Bunch	4.15 USD	
	2011-03-30 RHULLADMIN 01	3/30/2011	Lisa Bunch	15.65 USD	
	2011-04-24 RHULLADMIN 01	4/24/2011	Greg Woodlief	2.70 USD	
	AUDIO VISUAL INNOVATIONS	3/15/2011	Lisa Bunch	457.00 USD	
	mary's computer	3/2/2011	Greg Woodlief	549.00 USD	
	SOUTHERN COMPUTER WAREHOUSE	3/15/2011	Lisa Bunch	85.59 USD	

Shopper's Guide to Health eShop

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 . 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.

PeopleSoft Access to Health eShop

Step #1: Define Requisition

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.

Create Requisition - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Address: https://mcgpps26.mcg.edu:8101/psp/FTST89/EMPLOYEE/ERP/c/PVJ

Most Visited Getting Started Latest Headlines

ORACLE

Menu

- eProcurement
- Buyer Center
- Create Requisition
- Manage Requisition

Requisition Summary

There are no lines on this request. Please add new line in order to save this requisition.

Total Lines: 0

Total Amount (USD): 0

Line Defaults

Note: The defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Vendor: 0000043107 Vendor Location: MAIN

Buyer: RHULL Category:

Shipping Defaults

Ship To: HS

Due Date: 04/30/2011 Attention: hs15/TEST

Accounting Defaults

Location	GL Unit	Account	Fund	Dept	Program	Class	Project
HSB221	12000	10000	303300	15200	11000	1	1

Continue

The page at http://mcgpps26.mcg.edu:8101 says:

Enter a valid value in the Attention field in the format Z1 (0)Name. The Y is required. (0,0)

The PeopleCode program executing an Error statement, which has produced this message.

OK

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.

ORACLE

Menu

- eProcurement
- Buyer Center
- Create Requisition
- Manage Requisition

Requisition Summary

There are no lines on this request. Please add new line in order to save this requisition.

Total Lines: 0

Total Amount (USD): 0

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

Default Options: Default

Business Unit: Georgia Health Sciences Univ

Requisition Name: TEST REQUESTER DO NOT REC

Priority: Medium

Note: The defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Vendor: 0000043107 Vendor Location: MAIN

Buyer: RHULL Category:

Unit of Measure:

Accounting Defaults

Location	GL Unit	Account	Fund	Dept	Program	Class	Project	End Ref	Budget Date
HSB221	12000	10000	303300	15200	11000	1	1	3/22/2011	11

Continue

The page at http://mcgpps26.mcg.edu:8101 says:

Enter a valid value in the Attention field in the format Z1 (0)Name. The Y is required. (0,0)

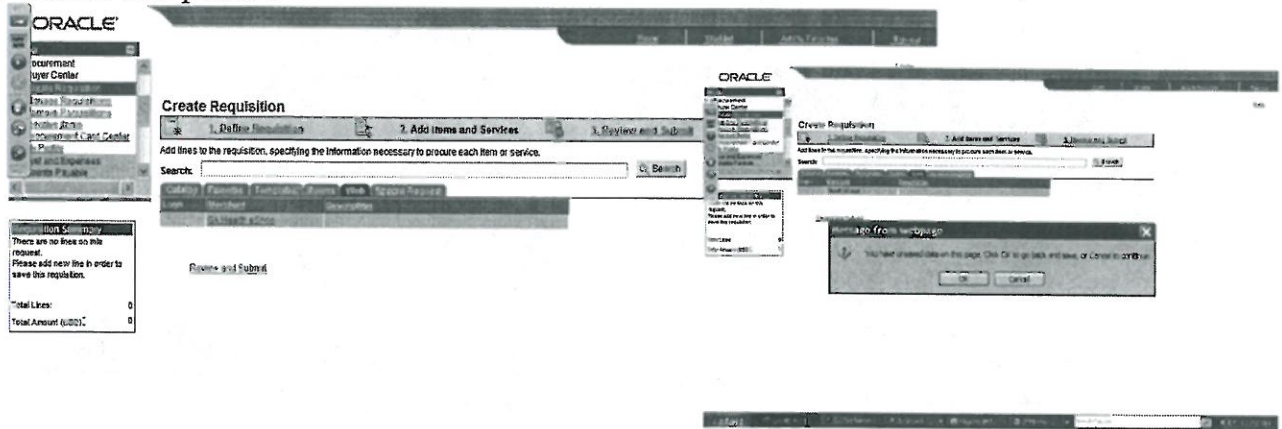
The PeopleCode program executing an Error statement, which has produced this message.

OK

PeopleSoft Access to Health eShop

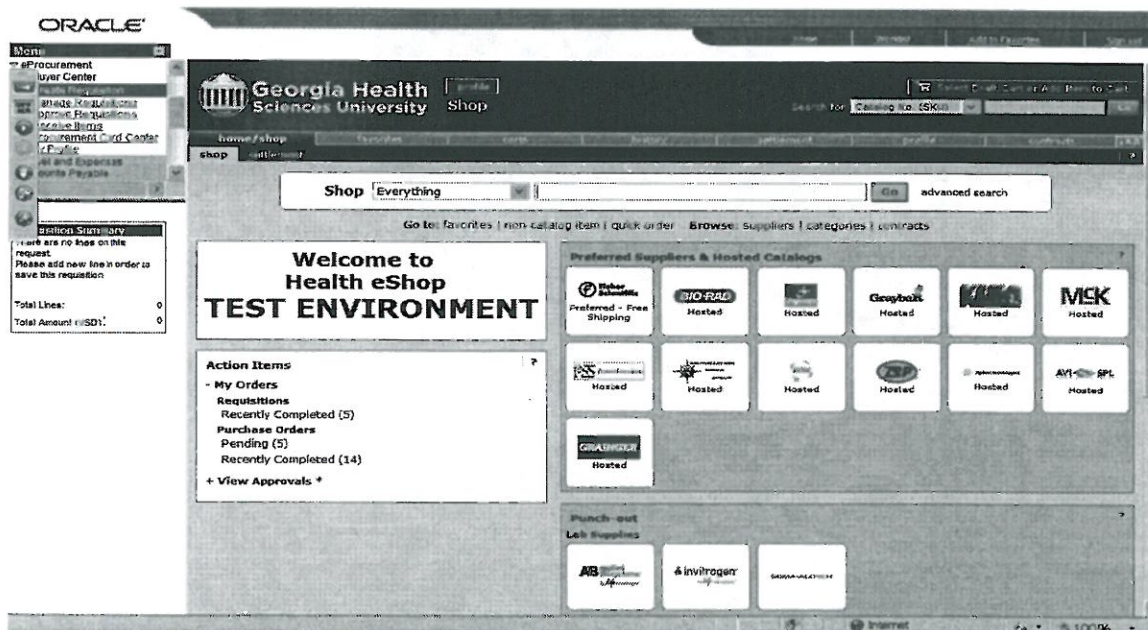
Step #2: Add items and Services/ Shopping in Health eShop

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.

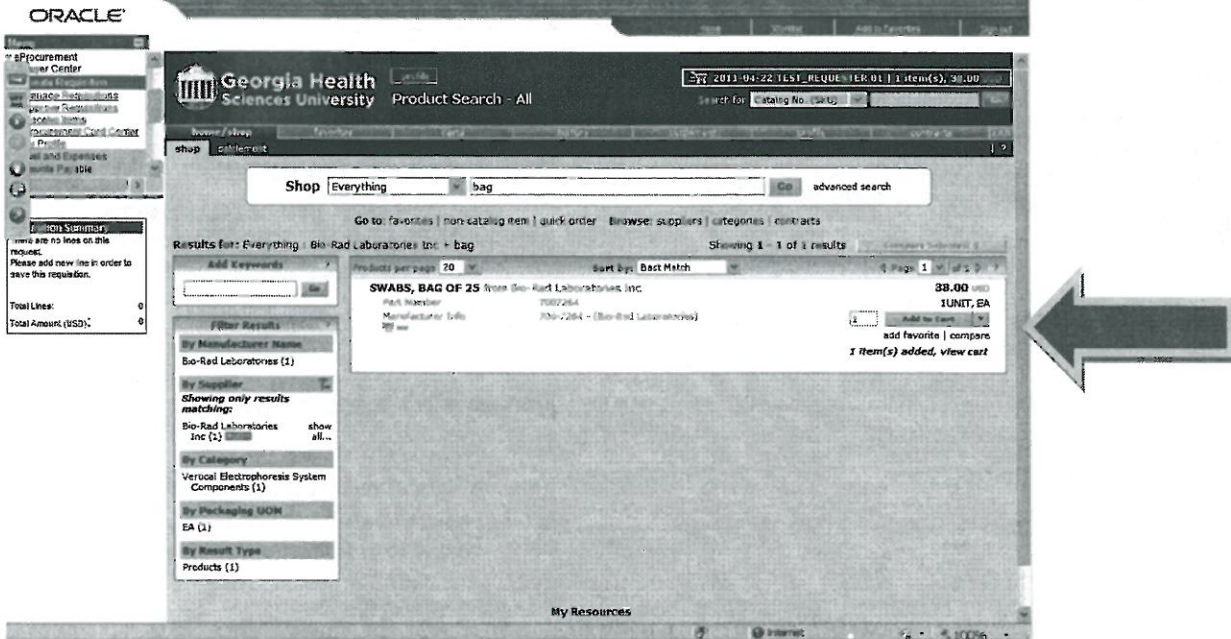
2. You will arrive into Health eShop. Your home screen will look like this:



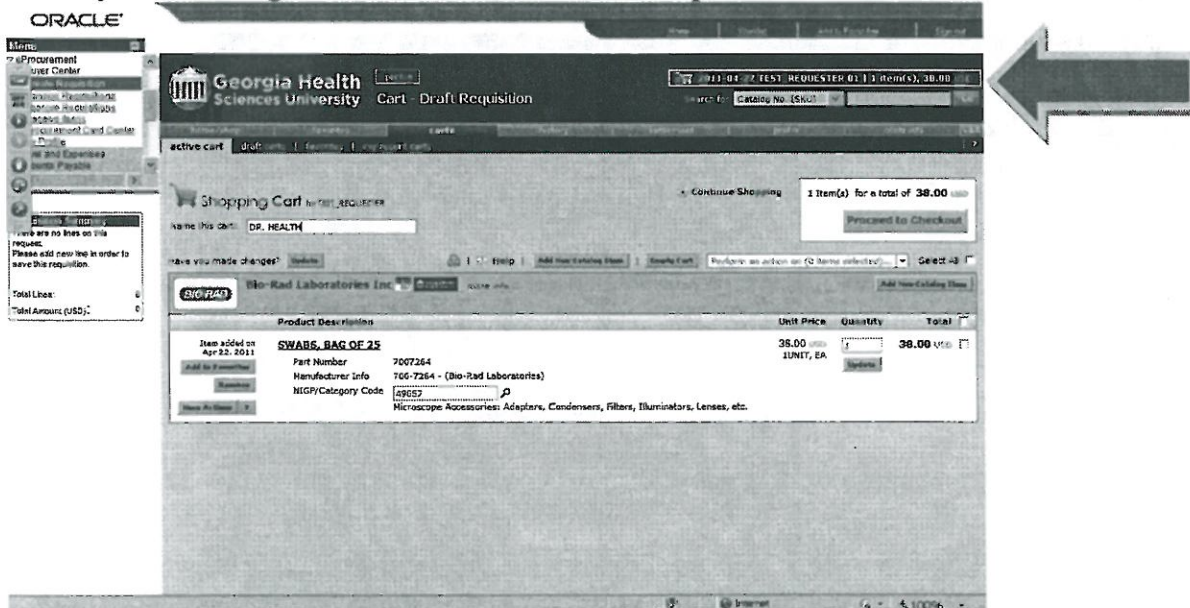
PeopleSoft Access to Health eShop

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**.



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

ORACLE

eProcurement
User Center

Home Registration
Make Requisitions
Person Requisitions
Make Reqs
Requisition Draft Center
Profile
All Expenses
My Profile

DR. HEALTH
- 1 item(s), 38.00

Georgia Health Sciences University
Summary - Draft Requisition

active cart
Draft Cart
Favorites
My Recent Carts

Return to shopping cart
Continue Shopping

All done! The required information has been completed and this request is ready to be submitted.
Once you have reviewed the details, you may continue by clicking the button at the top of the page.

Cart / PO Preview / Comments / History

Hide header
Hide value descriptions

Cart Name: DR. HEALTH
Internal Note: (1) Note

Supplier / Line Item Details

For selected line items: Add To Favorites

Bio-Rad Laboratories Inc. more info...

Add non-catalog item for this supplier...

SWABS, BAG OF 25	more info...	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
		7007264	1UNIT EA	38.00	1 EA	38.00 USD

Manufacturer Name: Bio-Rad Laboratories
Manufacturer Part: 700-7264
Number: 49057
More Information: <http://www.bio-rad.com/620/BioRad/b...>
URL: <http://www.bio-rad.com/nsdai>
NSDS URL: <http://www.bio-rad.com/nsdai>

NIGP/Category Code: 49057
Microscope Accessories: Adapters, Condensers, Filters, Illuminators, Lenses, etc.
Internal Note: NO PROP

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.

Oracle eProcurement

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: 12000 Georgia Health Sciences Univ
 Requester: TEST REQUESTER TEST REQUESTER DO NOT RECV *Currency: USD
 Requisition Name: DR HEALTH Priority: Medium

Shipping Line: 1 Due Date: Quantity: 10000
 Status: Active Step For: RECEIVING
 Attention: test@h

Distribute by: Qty SpeedChart *Legislate by: Qty

Line	Status	Item	Quantity	Amount	Unit Price	Amount	Fund	Dept	Program	Class	Project
1	Open	H9B22	10000	100.0000	38.00	12000	714100				

Total Amount: 38.00 USD

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.

Oracle eProcurement

Attention: Health

Distribute by: Qty SpeedChart *Legislate by: Qty

Line	Status	Item	Quantity	Amount	Unit Price	Amount	Fund	Dept	Program	Class	Project
1	Open	H9B22	10000	100.0000	38.00	12000	714100				

Total Amount: 38.00 USD

Requisition Comments:
 DELIVER DIRECT TO DR. HEALTH IN THE TEST LAB

Send to Vendor [X] Show at Receipt [X] Show in Voucher [X]

Check Budget

Save as Template

Save & Submit Save & preview approvals Cancel requisition End requisition

PeopleSoft Access to Health eShop Assigned Cart Email

1. Click on the link in the email. This link will take you to PeopleSoft.

