USING THE DOCUMENT SEARCH FEATURE IN HEALTH ESHOP

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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
HOW DO I USE THE DOCUMENT SEARCH FEATURE?

1. Click Here

2. Click Search Documents
HOW DO I USE THE DOCUMENT SEARCH FEATURE (CONT.)?

Pick the date Range that you would like to search for. If you know the PO number you can enter it in the search field.
HOW DO I USE THE DOCUMENT SEARCH FEATURE (CONT.)?

This is what your search results will look like. You can only get results for your orders.

Click Export Search if you would like to see your results in Excel.
HOW DO I USE THE DOCUMENT SEARCH FEATURE (CONT.)?

Note: The time required to complete this export request depends upon the size of the request as well as the size and number of other pending requests.
HOW DO I USE THE DOCUMENT SEARCH FEATURE (CONT.)?

You will click on the document search icon and download export files to retrieve your Excel document.
HOW DO I USE THE DOCUMENT SEARCH FEATURE (CONT.)?

Click the file name then open to view the document.
QUESTIONS?

Contact Regina

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Or Call 721-2986