

e-Pro Shopper Only

The Shopper Only role is for users who do not need to create Requisitions in the PeopleSoft eProcurement module. Shoppers have the ability to browse items, create shopping carts in the Show-Me Shop virtual marketplace, and assign carts to a Requester, who then creates the requisition in the PeopleSoft eProcurement module.

To get access:

1. Go to https://www.umsystem.edu/ums/fa/procurement/epro/ePro_Training_Campus
2. Scroll down to the "Show-Me Shop Shopper Only Role" to review the program information and follow the instructions regarding the Outlook form.
3. An email will be sent to the user once access is granted. It will contain login information as well as a reminder of training options. Average turnaround is within two (2) business days.

The screenshot shows an Outlook email form with the following fields and sections:

- From:** [Empty]
- To:** Young, Krista S.
- Cc:** [Empty]
- Subject:** Shopper Only Access Request

For a description of this role, please read the Shopper Defined page, selectable from the "Show" section above.
Shoppers will be notified directly by email when setup is complete. Notification will include UserID, default password, and Shopper URL.

***SHOPPER INFORMATION**

First Name	Last Name	Email Address	Campus
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ID (Employee or Student)	Department Name		
<input type="text"/>	<input type="text"/>		

SHOPPER This will be a separate logon ID/Password to be maintained. It does NOT utilize the SSO/Pawprint sign-in, though Shoppers have the option of changing the password at any time.
NOTES: If Shopper currently has PeopleSoft eProcurement access (as an existing requester OR as an existing approver), that access must be removed prior to Shopper Only setup.

***PRIMARY REQUESTER INFORMATION**

First Name	Last Name	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

ALTERNATE REQUESTER INFORMATION (Optional)

First Name	Last Name	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Last Name	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

REQUESTER If the above Requester(s) does not already have the PeopleSoft eProcurement Requester role, a security form will need to be submitted for each individual.
NOTE: Security forms may be found at <http://www.umsystem.edu/ums/fa/procurement/epro/training>

To change Linked Requesters on an EXISTING Shopper:
Email Krista Young at youngkri@umsystem.edu
This form is not required to update Shopper/Requester workflow.

To shop:

Direct URL:	https://solutions.sciquest.com/apps/Router/Login?OrgName=Missouri&tmstmp=1171483317482	
User Name:	pawprint	This field is case sensitive and must be entered all lowercase
Password:	Shopper	This field is case sensitive. For instructions on changing your password, see the Show-Me Shop Training Guide, Topic 2b, page 3,
Default Requester:	Requestor's name	
Alternate Requesters:	Backup requestor's name	

Once you log in you should get the below screen

The screenshot shows the Show-Me Shop homepage. At the top, there's a navigation bar with user information (Deborah Haskamp) and a search bar. Below the search bar, there are several vendor categories with logos: University of Missouri Internal Departments (University Campus Printer), Office Supplies (OfficeMax, Staples), Computer / IT related (BH, CDWG, DELL, HP, etc.), Scientific / Lab Supplies (Airgas, Fisher Scientific, IDT, MidSci, etc.), and Facilities / Maintenance / Repair / MRO Supplies (FISHTAL, etc.). On the left side, there is a 'Welcome to Show-Me Shop' message and a 'SYSTEM ISSUES' section with contact information for the Finance Support Center.

The show me shop has several different vendors to use, most employees primarily use Office Max and Staples. If you put your item in the top of the screen, it's search on all vendors, but doesn't list prices. It would best to use your preferred vendor in the Show-Me-Shop. Note: if your order is less than \$25, Staples will not deliver.

- Once you double click on a vendor, select your item in the search box.
- Add items to your cart
- Once you completed selecting all your items, select CHECKOUT, this will give you a detail of your order and amount.

o Select SUBMIT ORDER

SEARCH

RECENTLY PURCHASED BROWSE CATEGORIES QUICK ORDER YOUR LISTS YOUR DASHBOARD


PDF Version Print

SUBTOTAL	\$343.98
TOTAL	\$343.98

Update Cart

Items for Delivery

SORT BY: PLEASE SELECT

	ITEM PRICE	QTY	TOTAL
 <p>HP 81A Black LaserJet Toner Cartridge, (CF281A) Staples Item # 1279012 MFR Item # CF281A</p> <p>Packing Slip Note</p>	\$171.99 EA/1	2 x Remove	\$343.98

Continue Shopping

DONT FORGET TO ORDER

ON CONTRACT

- o This will take you to your shopping cart within Show-Me-Shop, it will again list all items and amounts. It is recommended to print or snippet this screen to provide to the approver, either by paper or email.
- o If you need to continue shopping in another vendor, select Continue Shopping. This will take you back to all vendors in Show-Me-Shop, if completed ASSIGN CART

Deborah Haskamp 343.98 USD Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - 73182015 - Draft Requisition

Shopping Cart for Deborah Haskamp

Name this cart: 2016-05-27 deborahhaskamp.01

Have you made changes? Update

Staples Advantage Free Shipping over 25.00

The item(s) in this group was retrieved from the supplier's website. What does this mean?
 Need to make changes? MODIFY ITEMS VIEW ITEMS Item(s) was retrieved on: 5/27/2016 9:05:37 AM

Product Description	Unit Price	Quantity	Total
Item added on May 27, 2016 HP 81A Black LaserJet Toner Cartridge (CF281A) Part Number 1279012 Manufacturer Info CF281A - (HP INC.)	171.99 USD EA	2	343.98 USD

view cart history

Continue Shopping

1 item(s) for a total of **343.98 USD**

Proceed to Final Review or Assign Cart

Perform an action on (0 items selected): Select All

- o Your default approvers will be in the Select from profile values, highlight your selected approve and select ASSIGN

Assign Cart

Select from profile values

- Kimberly A Foley
- Emily L Mangano**

Note To Assignee:

Assign Close

o

- It will automatically go to the following page

The screenshot shows a web interface for a shopping cart system. At the top, there is a navigation breadcrumb: Shop > My Carts and Orders > Open My Active Shopping Cart > Assigned - Draft Requisition. Below this, a green checkmark icon is followed by the heading 'Cart Assigned'. Underneath, a section titled 'Next Steps' provides instructions: 'You can view the cart in your draft carts list and can unassign it, if needed, until submitted by the assignee. After a cart is submitted by the assignee, you can view it via the Document Search page'. This section includes four bullet points with links: 'Search for another item', 'Check the status of an order', 'Return to your home page', and 'Create new draft cart'. Below the 'Next Steps' section is a 'Requisition Summary' table with the following data:

Requisition Summary	
Requisition number	75182015
Cart name	2016-05-27 deborahhaskamp 01
Requisition total	343.98 USD
Number of line items	1

- Please contact the fiscal approver to expect your order for approval and account coding.