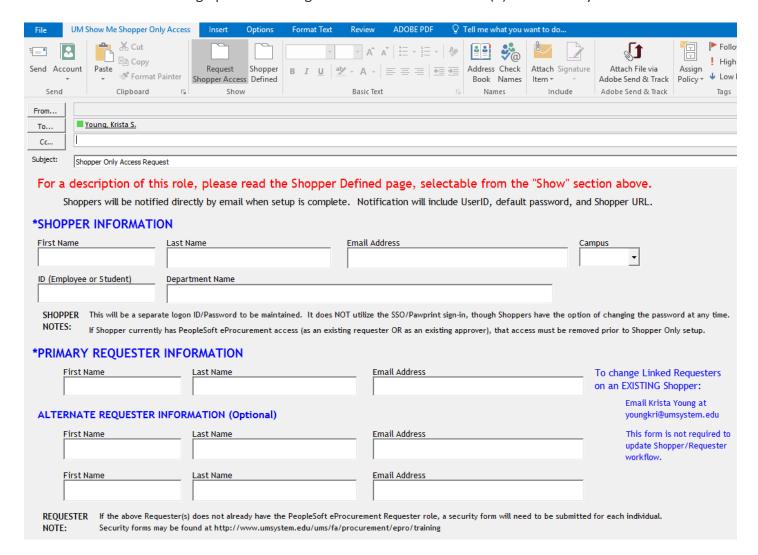
e-Pro Shopper Only

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:

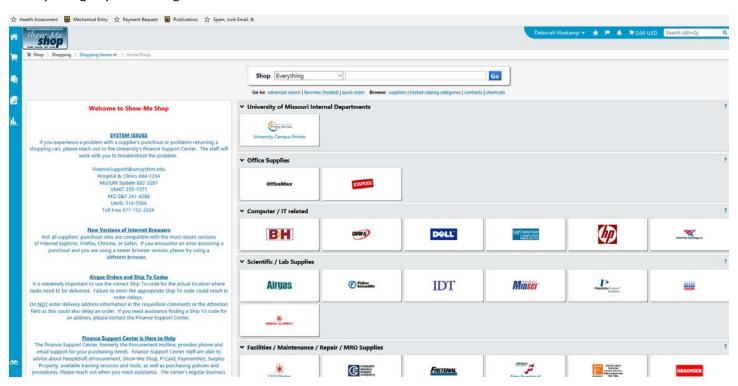
- 1. Go to https://www.umsystem.edu/ums/fa/procurement/epro/ePro Training Campus
- 2. Scroll down to the "Show-Me Shop Shopper Only Role" to review the program information and follow the instructions regarding the Outlook form.
- 3. An email will be sent to the user once access is granted. It will contain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



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	

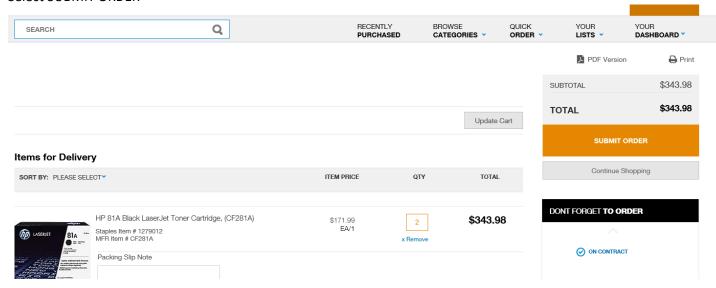
Once you log in you should get the below screen



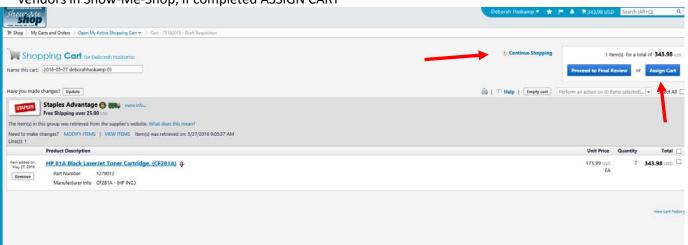
The show me shop has several different vendors to use, most employees primarily use Office Max and Staples. If you put your item in the top of the screen, it's search on all vendors, but doesn't list prices. It would best to use your preferred vendor in the Show-Me-Shop. Note: if your order is less than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

- Once you double click on a vendor, select your item in the search box.
- o 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.

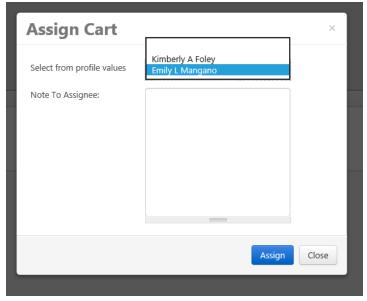
Select SUBMIT ORDER

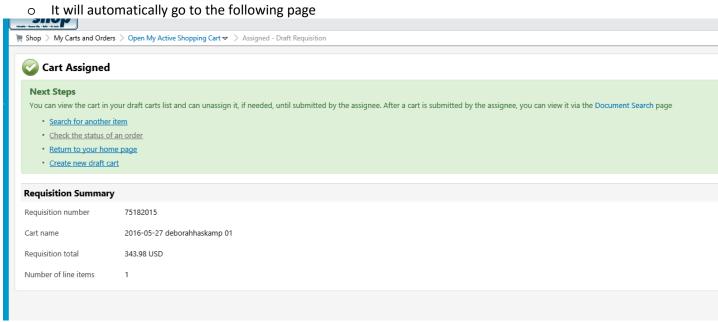


- o This will take you to your shopping cart within Show-Me-Shop, it will again list all items and amounts. It is recommended to print or snippet this screen to provide to the approver, either by paper or email.
- o If you need to continue shopping in another vendor, select Continue Shopping. This will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



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





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