Division of Financial Affairs
Financial Transaction SOP: Purchasing, e-SHOP

SOP Owner: Cornell Procurement Services
Version Number, Date Revised: #3, 09/15/2014

Updates:

Date	Section	Change
3/5/2012	Purpose, p. 1	Rewritten extensively
	Scope, Prerequisites, University Policy, Responsibilities	Deleted
	Reference Material, p. 1	Updated and moved up to page 1 from the end of the document
	Procedure, p. 2	Rewritten to clarify/update procedures
	Training issues, p. 7	Renamed section and updated according to new processes
9/25/12	All	Change department name to Cornell Procurement Services. Remove “Shop Catalogs” reference.
9/15/14	All	Changes for release 5, add calculate button, references to improvements

Standard Operating Procedure

1. <u>Purpose</u>

e-SHOP is Cornell’s branded e-procurement system, which allows the user to procure goods and services from a wide variety of selected suppliers through KFS. When a department plans to purchase from a supplier who is in e-SHOP, then e-SHOP must be the procurement method.

Starting a requisition in e-SHOP provides several benefits to the user and the university:

- The e-SHOP shopping cart populates the line item detail in the KFS Requisition (REQS) with Cornell pricing.
- One shopping basket may be created for purchases from multiple suppliers.
- Both users and approvers may store notes on the order, helping to document the history.
- Transaction details are stored electronically.

<u>Access to e-SHOP</u>
All staff have access to the e-SHOP marketplace and may shop from the suppliers participating in the Cornell marketplace. In order to actually purchase items from e-SHOP, a user must contact their FTC/BSC to request a buyer permission level. (*See Workflow below for a definition of each role.*)

The e-SHOP user is the initiator of a shopping cart and is responsible for selecting items through the e-SHOP hosted catalogs and punch-out websites. It is the responsibility of the e-SHOP user to assess whether the proposed request for goods or services is in support of the university’s mission.

2. <u>Reference Material</u>

- University Policy 3.25, Procurement of Goods and Services
- University Policy 3.14, Business Expenses
- University Policy 4.6, Standards of Ethical Conduct

3. Procedure

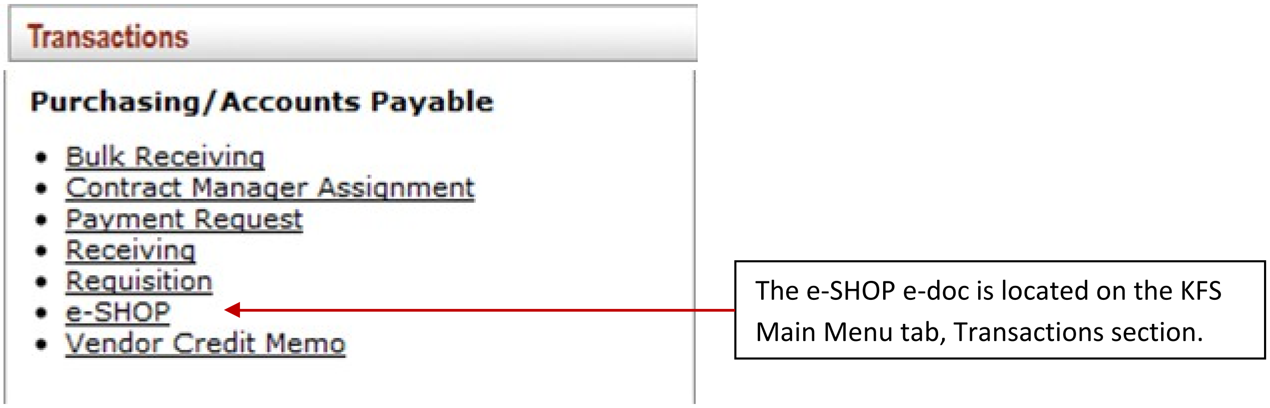


Figure 1 *– Main Menu, Purchasing / Accounts Payable, Transactions*

Selecting e-SHOP from the KFS Main Menu tab opens the e-SHOP Home / Shop page (*see Figure 2, below*).

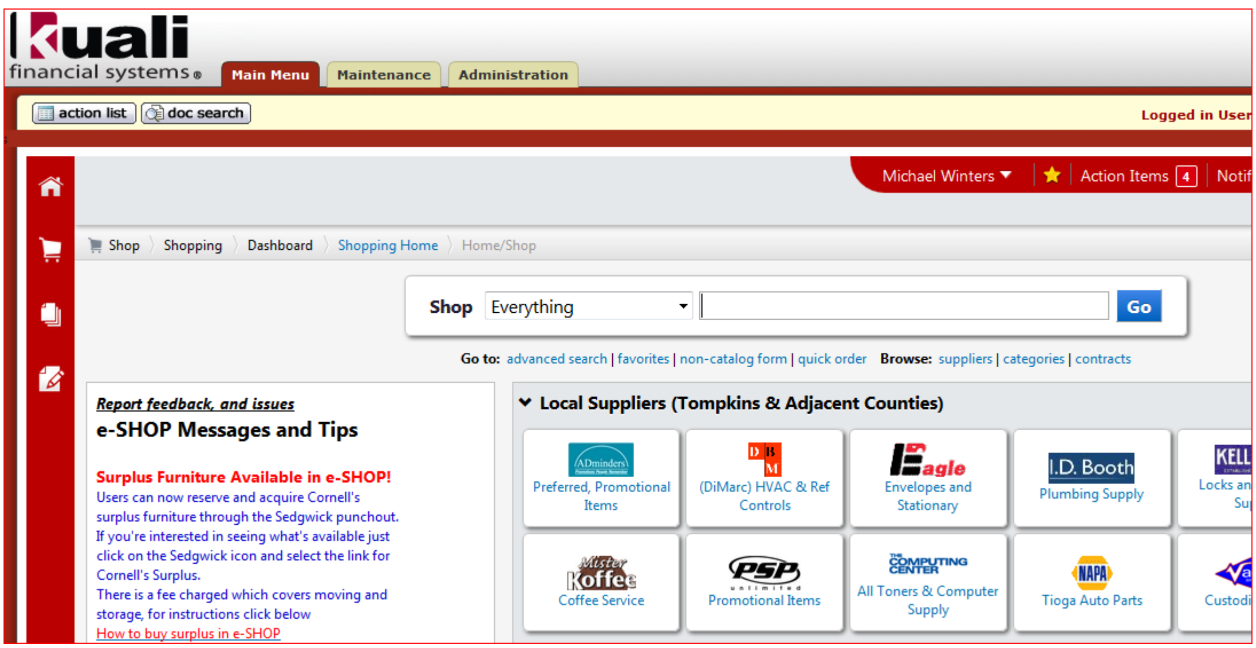


Figure 2 *– e-SHOP*

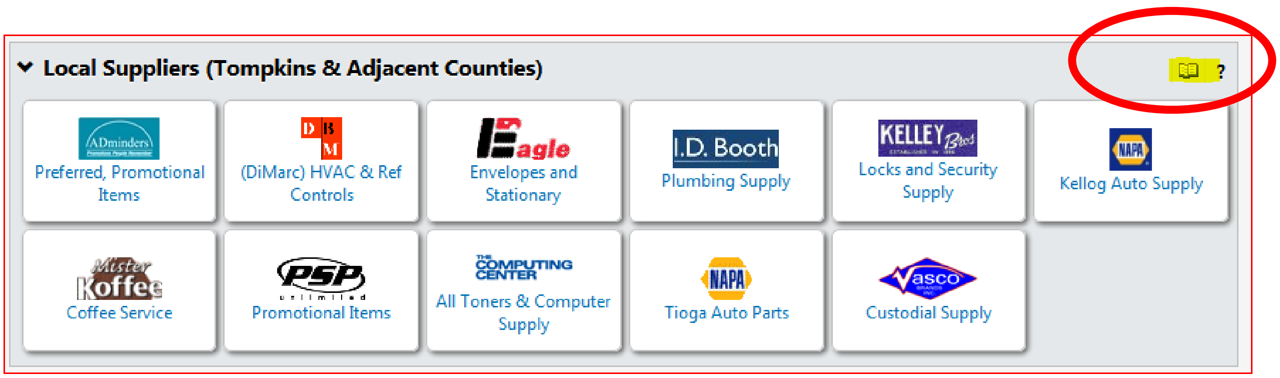
The e-SHOP home page is structured with four icons on the left-hand side of the page for Home, Shopping, Orders & Documents, and Catalogs & Contracts. The suppliers are organized in showcases: local suppliers, diverse suppliers, and then product groupings such as office supplies, general lab supplies, and so forth. e-SHOP specific training is listed on the Procurement Services website at http://www.dfa.cornell.edu/cms/procurement/tools/training/eshoptraining.cfm and includes:

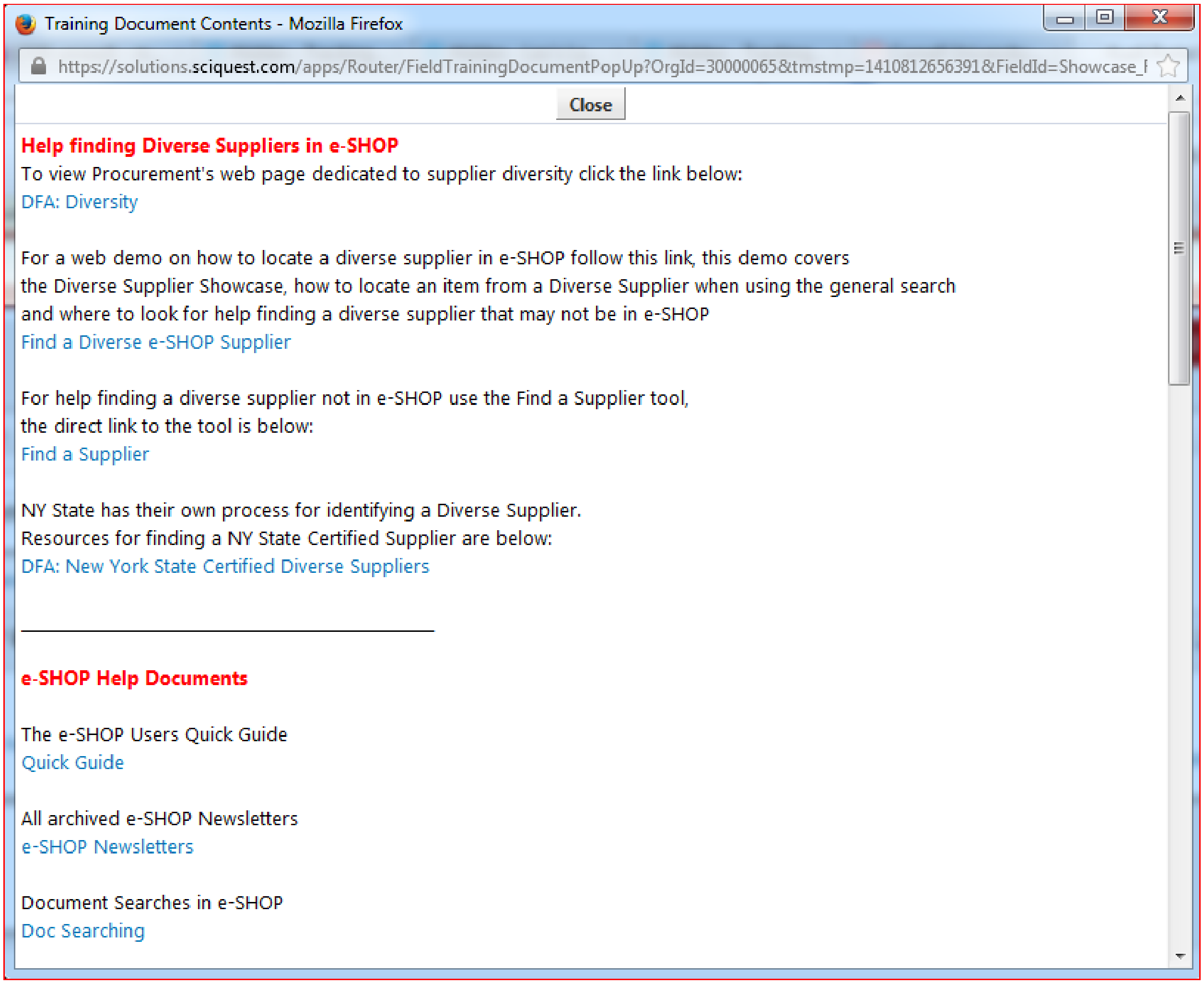
- Using e-SHOP tutorial (KFSPUR-400eSHOP)
- Navigation guide for users
- Adding your account in KFS
- KFS requisition tips
- Finding the right supplier in e-SHOP
- Finding a diverse supplier in e-SHOP

- Overview of the e-SHOP home page
- Assigning carts
- Adding your address
- Managing your e-mail preferences
- How to buy surplus furniture in e-SHOP
- Using Fast Tracks and personal favorites
- Copying carts and searching history
- Using the non-catalog form in e-SHOP
- Using KFS favorites
- Enhanced document searching for e-SHOP

Create your cart and begin standard checkout or assign the cart to another user. Refer to [KFSPUR-400eSHOP Tutorial] or [e-SHOP Training] for instructions on creating a shopping cart in e-SHOP.

All current e-SHOP help documents and web demos are easily accessed by clicking the book icon as shown in the screen shots below.





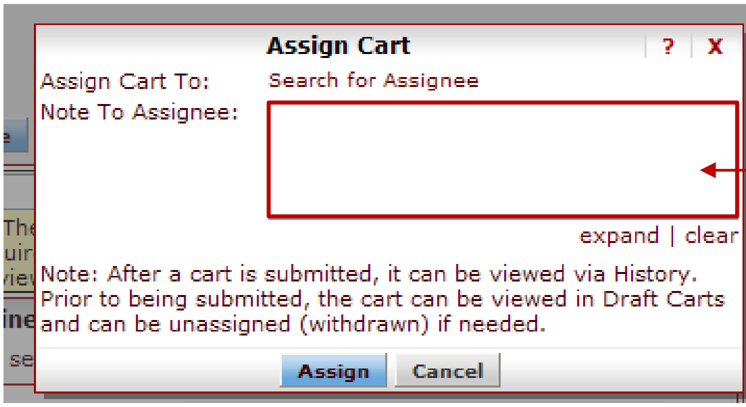
The Assign Cart feature can be used to perform the following actions:

- Add goods or services to an existing saved order to a vendor, e.g., adding items to a saved office supply order to reach minimum order size requirements.
- Obtain approvals. Low dollar purchases (generally under $500) are eligible to be routed directly to the supplier with no additional approval requirements. Purchases above $500 will route to your Financial Transaction or Business Service Center for approval, prior to being sent to the vendor.
- Forward the cart to someone who can enter correct account number(s) or other information. When a cart is assigned, an e-mail alert with a text box is automatically generated. If known, enter the account number or project name in the text box (see *Figure 3 below*).

When you assign a cart to someone, the person who submits the cart becomes the owner of the cart. The new owner is responsible for completing the resulting requisition (REQS) in KFS and submitting it.

Once the cart has been submitted and the KFS REQS created, the name of the cart will appear in the Description field on the REQS. The cart name defaults to “order date, NetID, # of orders placed that day.” Do not modify the system-generated cart name, as it will limit search options.

If a shopping cart includes multiple vendors, the orders will be split between the vendors when the e-SHOP order loads in KFS and creates the REQS. The user will still have multiple orders. The user will need to assign accounting lines and submit each order separately.



Use the text box to enter the account number, project name, or instructions for the assignee.

Figure 3 – *Assign Cart example*

When assigning carts, users may build a drop-down list of their assignees. An e-mail alert with a note is sent to the assignee along with any additional notes entered by the user. (See Figures 3 &
4)

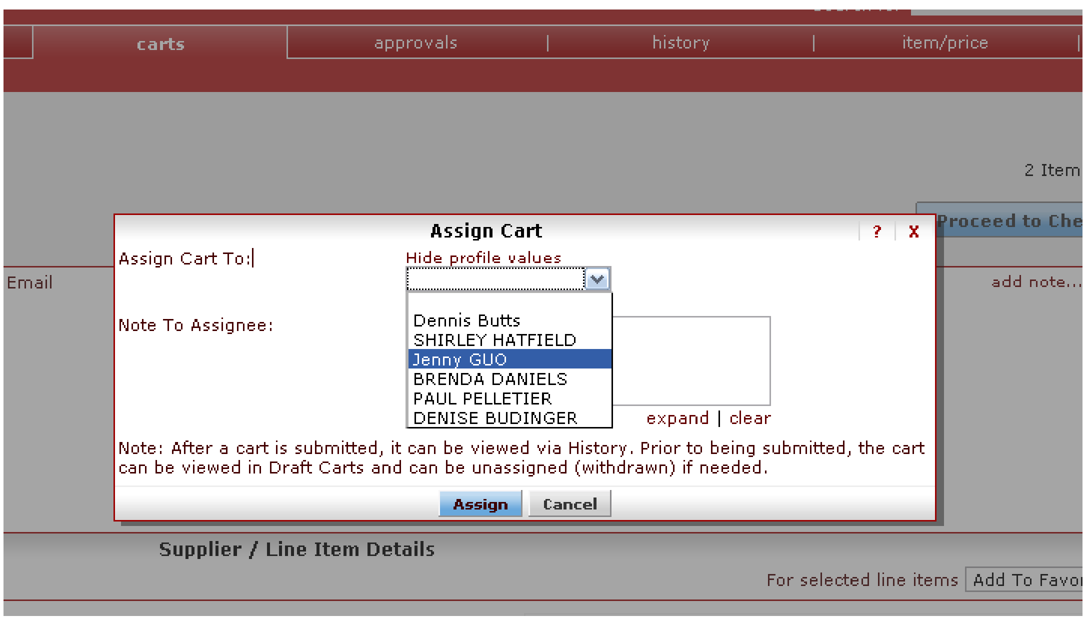


Figure 4 – *Assign Cart example (continued)*

Business Purpose is a required field and must be entered **before** the order is submitted to KFS. To input the business purpose, click on the link labeled “add note...” The Business Purpose field will be loaded automatically into the Explanation field in the KFS REQS.

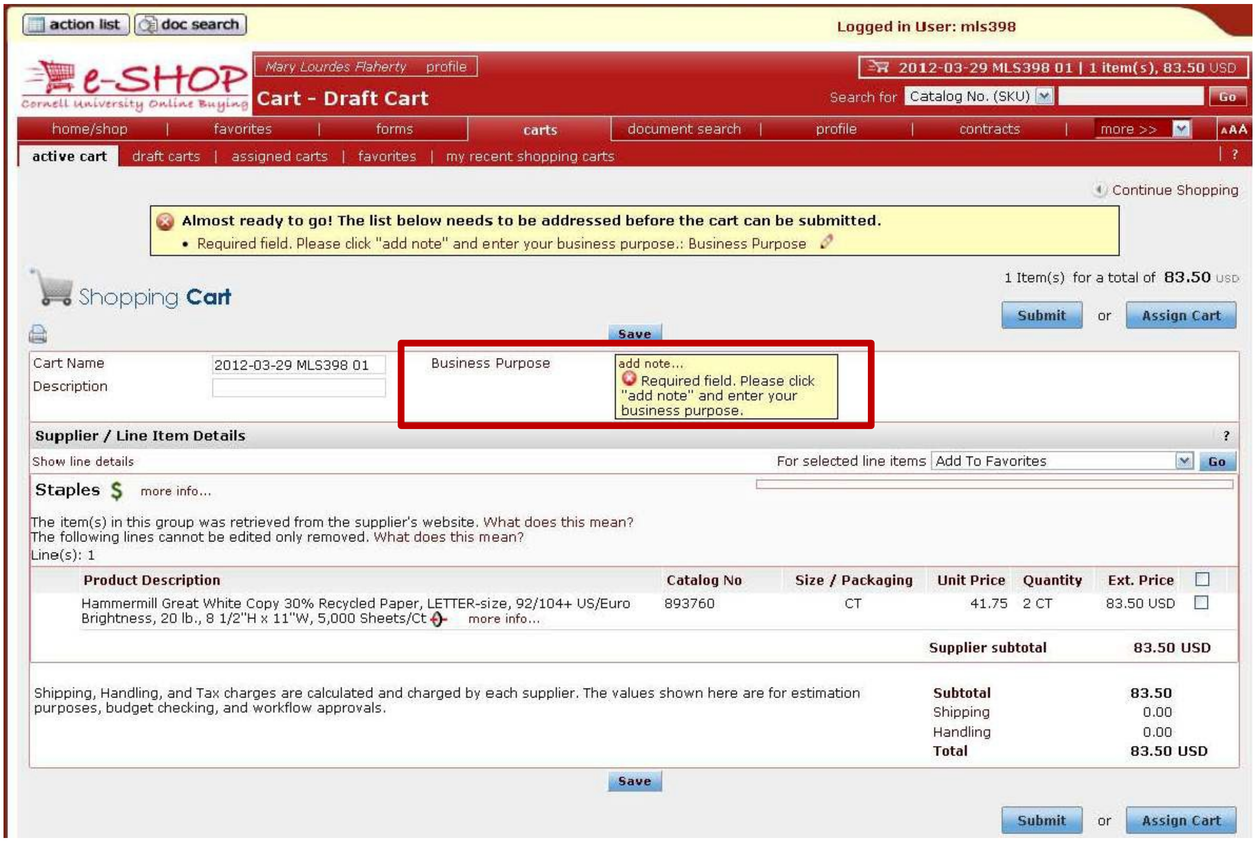


Figure 6 *– Business Purpose field*

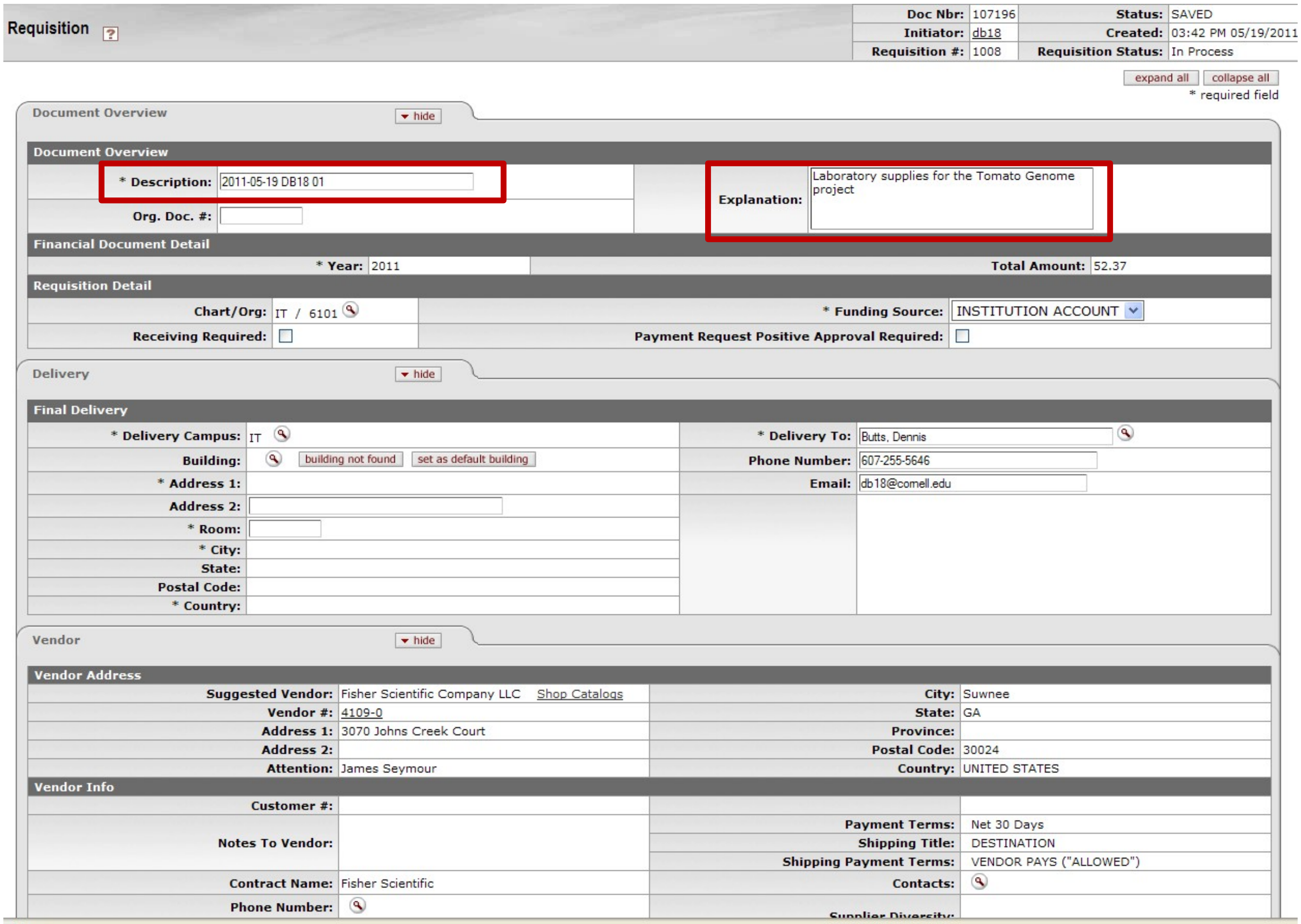


__Figure 8__ – Example: system-generated REQS (after ordering lab supplies in e-SHOP)

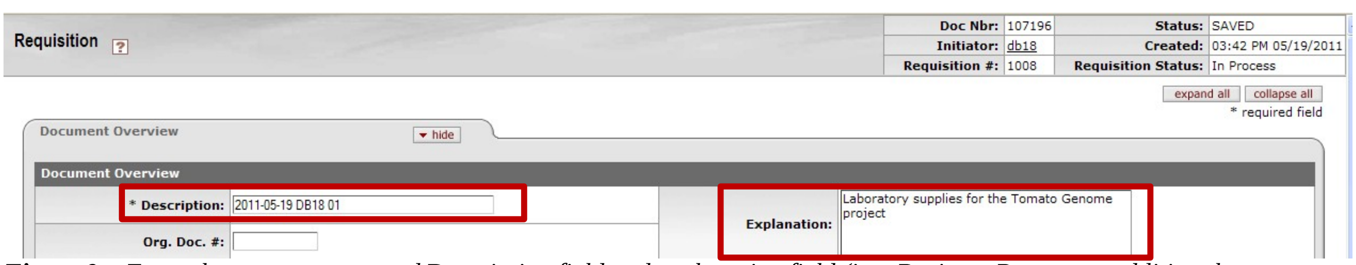


__Figure 9__ – Example: system-generated Description field and explanation field (i.e., Business Purpose – additional information can be added).

Procedure for e-SHOP users:

1) From the e-SHOP home page, select a vendor.
2) Place item(s) in cart and select check out. Add the required business purpose in the available Business Purpose field. (**Note**: the name of the cart is system-generated, and will automatically fill the Description field on the resulting REQS.)
   The initiator can return the cart to KFS or use the Assign Cart feature in e-SHOP to assign the cart to someone else, who will then return the cart to KFS and become the owner of the cart.
3) Returning the cart to KFS creates the REQS. The person to whom the cart is assigned will complete the REQS (i.e., enter the account number and any other required information).
   Note: Accounting lines are a required field in the KFS REQS. If an account is not present, the system will return the REQS to the action list of the person who submitted the REQS. The REQS will not route anywhere unless the account number is entered. Users who frequently use the same accounts may set up “Account Favorites” which will automatically be applied to the requisition, and may be changed if different accounts are required.
4) Calculate and Submit REQS**. The Calculate button must be selected before submitting** the requisition. This is a new step for e-SHOP users in KFS version 5, and was necessary in order to gain flexibility in applying account codes to line items. After submitting the REQS you will receive the system-generated message, “*Document was successfully submitted.*”
5) Order routes as defined within KFS workflow (*see below*).

Workflow

There are 4 roles specific to this e-doc:

- e-SHOP “shopper”, may create cart but must assign it
- e-SHOP “buyer”, user with a $500 preapproved limit
- e-SHOP “plus”, buyer with a $1,500 preapproved limit
- REQS initiator role

e-SHOP Process

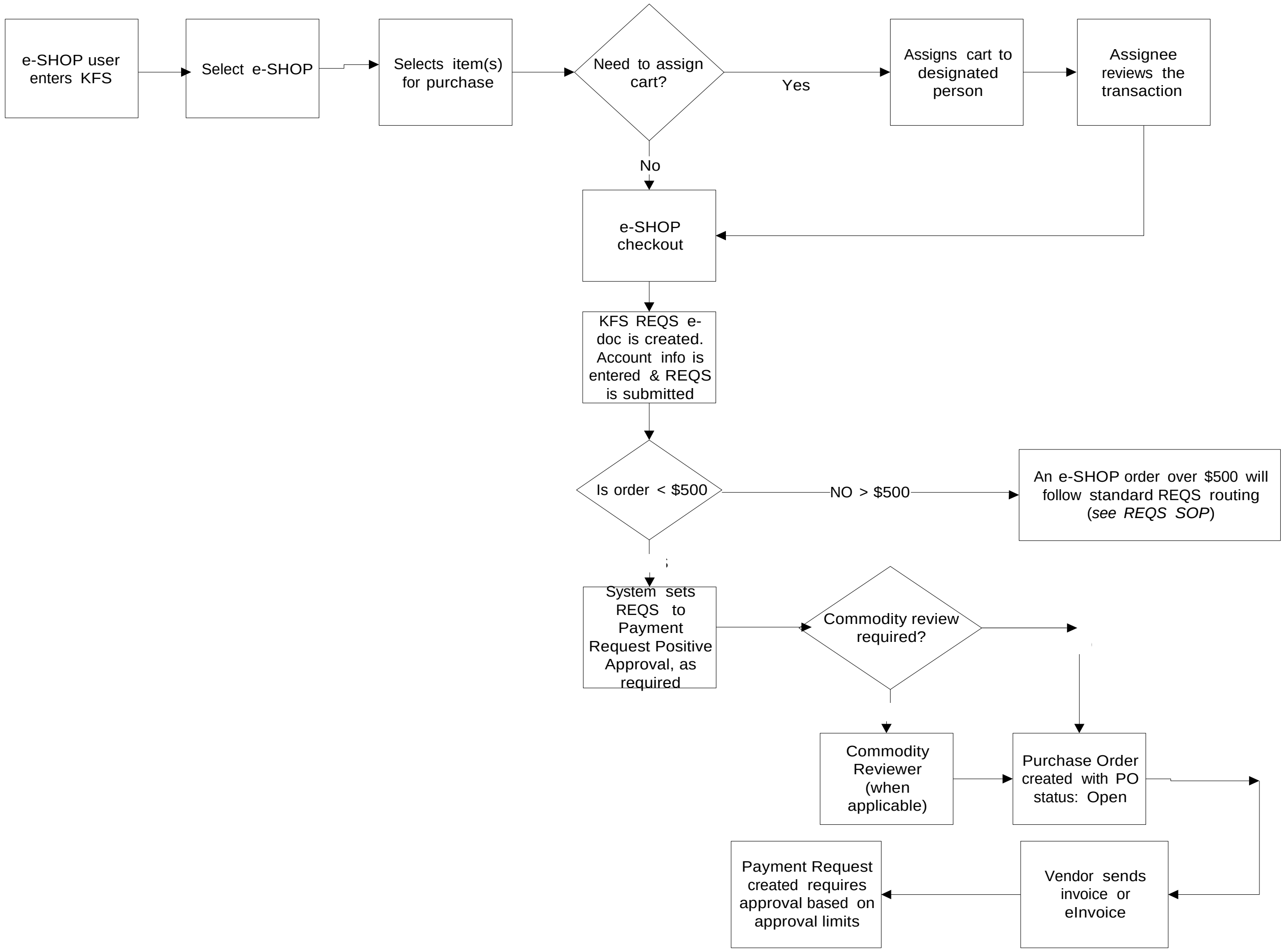


Figure 10 *– Routing*

Other Issues

- When commodity codes are marked sensitive, only those users in the route log and those who have sensitive data role can see the order.
- If you create an e-SHOP cart with more than one vendor, a separate requisition is created for each vendor; the first one will display, and the requisitions to the remaining vendors can be accessed from your action list.
- When copying a requisition or cart, verify that pricing is still current and information does not need to be updated (e.g., verify the account number). An e-SHOP REQS is only available for copying for a limited number of days.
- No change orders (i.e., Purchase Order Amendments) can be done on e-SHOP orders. To cancel an order with an e-SHOP vendor, contact the vendor directly and then cancel the item within KFS. If you do not cancel / void the order within KFS, it remains in the system. **Note**: cancelling only a portion of an order can only be done before the REQS is submitted.

4. Definitions

KFS at Cornell Glossary
KFS Acronym Glossary (e.g., Automatic Purchase Order—APO)

kuali financial system