Quick Reference Guide

eProcurement: Show-Me Shop

### Accessing Show-Me Shop

- eProcurement > Create Requisition
  - Enter Business Unit, Requester ID, and Requisition Name, and click Continue.
  - Click the Catalog tab.
  - Click the Show-Me Shop link.
  - **Caution:** The PeopleSoft Application will time out after a period of 60 minutes. It is strongly recommended to periodically save your active cart, so it is not lost if your session times out.

### Search & Order Options

- Show-Me Shop provides five ways to locate products to be added to your shopping cart:
  - **Product Search:** Click from your home page or on the Navigation Bar to search by Product Description, Supplier Name, and/or Catalog Number.
  - **Browse by Supplier:** Click on in the Other Searches section of Product Search to view an alphabetical listing of suppliers in the catalog. To view a supplier’s contact information, click on the supplier name.
    - **Hosted Catalogs:** Click to open the supplier’s catalog. Categories of items in the catalog display.
      - Click to expand the categories and view available products.
      - Click to display a list of products for the category.
  - **Punchout:** Click to access products that are offered through a supplier’s Web site with University contract pricing. You can also access the punchout contract sites by clicking on the vendor’s logo on the Product Search tab.
  - **Browse by Category:** Click on in the Other Searches section of Product Search to view a list of product categories.
    - Click to expand the categories and view available products.
    - Click to display a list of products for the category.
  - **Favorites:** Begin from on the Navigation Bar or the tab from your home page to order from your saved favorites.
  - **Quick Order:** Click from your home page or from the Product Search on the Navigation Bar to order by SKU.
Quick Reference Guide

My Favorites

- Track and resubmit frequently ordered products by adding products to **Favorites**:
  - **Adding products to My Favorites**
    - Click next to a product from either the Search Results or Checkout screens.
    - Select from the action drop-down list above the search results and click GO.
    - Click My Favorites as the destination folder and click .
  - **Removing products from My Favorites**
    - Click on the navigation bar.
    - Click .
    - Click next to the product to remove.
    - Click .

Adding Items to Carts and Returning to PeopleSoft

- **Selecting Items**: When on a search results page, the action box allows you to tell the system what to do with the items you mark for selection.
  - Add To Active Cart
  - Add To Favorites
  - Compare
  - Add to Draft Cart

- **Adding Items**: After locating an item for purchase, there are two methods to add items to your cart.
  - Method A
    - Click the cart icon at the right end of the row of each desired product.
    - Continue searching for items and when finished adding items, click the Carts tab to view your active cart.
  - Method B
    - Click the check box at the right end of the row of each desired product.
    - Be sure the action box on the right side above the search results list shows “Add to Active Cart” and click the GO button. The page will refresh. You can continue searching for items and when finished adding items, click the Carts tab to view your active cart.

- **Editing & Saving a Cart**:
  - To change the quantity of any items in your cart, enter the desired number in the quantity field for the item.
  - To remove an item, click the check box at the right end of the row with the item to be deleted. Click the drop-down arrow to change the “For Selected Items” action to “Remove Selected Items” and click the GO button.
  - After making changes to a Cart, click the Save button.

- **Submitting a Cart**:
  - Submit the cart to PeopleSoft by clicking “Return to PeopleSoft” button.
Order History

- To view details about your purchase orders, select **history** from the Navigation Bar. From this page, you can view PO History.
  - **Search by PO Number**
    - Select **history** from the Navigation Bar.
    - Click **by PO No.**
      - Enter the PO number in the **Purchase Order No** field. Be sure to enter the full 10-digit number preceded by the alpha designation for your business unit (A for UMSYS, C for COLUM, K for KCITY, R for ROLLA, S for STLOU, or E for UOEXT).
    - Click **Search**. The PO Search Results display.
    - Click the PO number hyperlink for more order details or click the fax machine icon next to the PO number to access a PO Summary page containing all order information that can be printed.