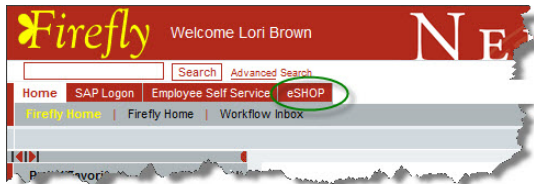


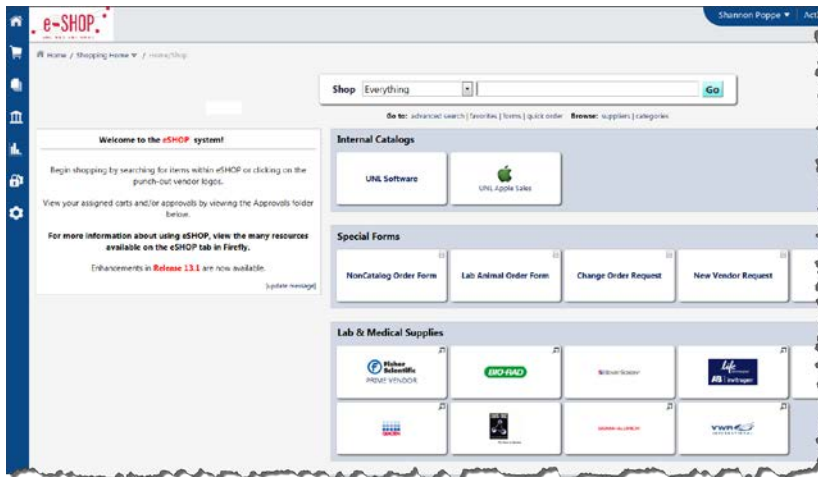
Accessing eSHOP

1. Log into Firefly. Once you've been given access to eSHOP, you will see an eSHOP tab.



2. Click the tab and then click the Go button to launch eSHOP outside of Firefly.

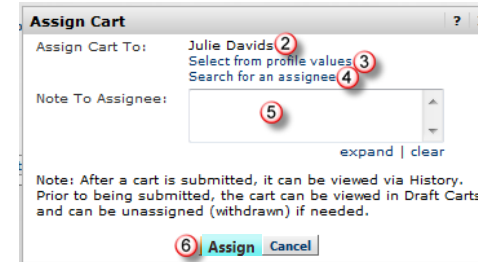
Shopping in eSHOP



1. Add items to your cart by one of the following methods:
 - a. Search within eSHOP by using the Shop at the Top area.
 - b. Click on a punch-out vendor's logo to search for items on their site.
 - c. Follow process for "checking out" of punch-out site to return items to eSHOP (process differs for each punch-out site).
 - d. Use an eSHOP form for other items.
2. Review the items to make sure they are correct.

Assigning a Shopping Cart

1. Click **Assign Cart** in the top right corner.



2. If you have set a default requestor, it will show by default.
3. If you have added requestors to your profile, click "Select from profile values" to choose from the list.
4. If you would like to search for another requestor, click "Search for an assignee".
5. (Optional) Add a comment to the requestor with additional information about the order.
6. Click **Assign**.

Requisition Workflow



You can only view a Requisition after it has been submitted for approval(s) by the Requestor.

1. To determine where in the approval process your Requisition is, click on the Orders and Documents icon
2. Click on **Search Documents**, then click on [my requisitions](#).
3. Click on the Requisition No. to open the Requisition.



4. Click on the **PR Approvals** tab.
5. The necessary Approval steps for the Requisition are listed.
6. Click the **view approvers** link to see the individuals associated with each step.