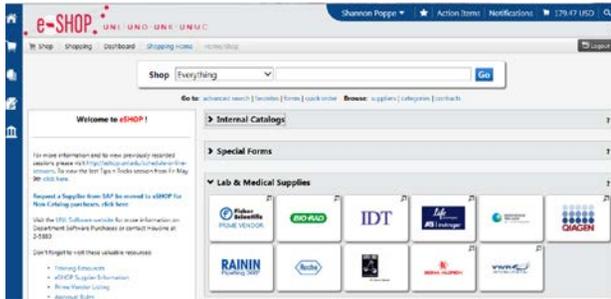


eSHOP Shopping Quick Guide

SHOPPING OVERVIEW

You can shop several different ways in eSHOP. A hosted catalog search searches numerous catalogs within the system and returns the closest matches from various suppliers. A Punch-out takes you to an individual supplier's website and allows you to shop only at that site.



HOSTED CATALOG SEARCH

1. Click on the button on the top of the screen.
2. Enter the search terms in the search box of the item you are looking for.
3. Click the **Go** button.

From the results page, you can add an item or multiple items directly to your cart, or compare several items side by side.

ADD TO CART

From the search results page, click on the **Add to Cart** button next to the item(s) you wish to add to your cart.

COMPARE MULTIPLE ITEMS

1. Click the **compare** link next to the items you wish to compare.
2. Select the **Compare Selected:** button at the top of the search results to view a side by side comparison of the selected items.
3. If you want to add multiple items, click the for each item you wish to add, select **Add To Active Cart** and then **Go**.
4. Alternatively, you can select **Add to Cart** to put an item or items in your cart.
5. Once you are finished comparing items, select **<< Back to Search Results** to go back to the search results.

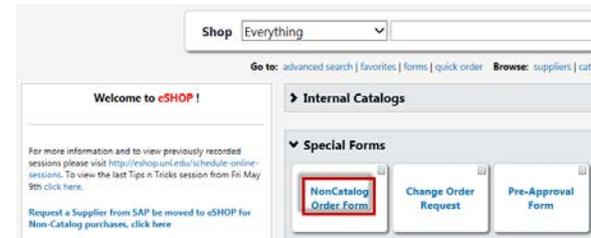
PUNCH-OUT SEARCH

Because a punch-out connects you directly to a supplier's site, the shopping experience for each punch-out is a little different.

1. Click on the vendor icon in the Punch-out section of the search screen. This will take you to the supplier's site.
2. Shop on the site like you would any other, and when finished, there will be some concept of "Checkout".
3. Follow the website's instructions for checking out, which will bring the items back to your cart within eSHOP.
4. If at any time during the punch-out you decide to stop shopping without anything in your cart, click the **Cancel PunchOut** button on the top of the screen to return to eSHOP.

NON-CATALOG SHOPPING

eSHOP also allows you to shop for items that are not in either a Punch-out or hosted catalog. To enter a non-catalog item you will use the Non-Catalog Form:



1. Click on **Non-Catalog Form** under the Special Forms showcase.
2. Start typing a supplier's name, and matching suppliers will appear in a drop-down menu. Or, you can search for the supplier by clicking on the **supplier search** at the top of the form.
3. Enter the search criteria and click the **Search** button.
4. Once the correct vendor is found, click **Select** next to its name.
5. The information in Bold on the form is required, so be sure to include the Quantity, Estimated Price, and Product Description.
6. Once all the pertinent information has been entered, select the **Add and go to Cart** option from the top of the form and click **Go**.
7. If you wish to add additional non-catalog items, select the **Add to Cart and Return** option and click **Go**.