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 and return them to eSHOP.
   c. Use an eSHOP form for other items.
2. Review the items to make sure they are correct.

Reviewing an Assigned Shopping Cart

1. Access eSHOP via Firefly.
2. Click on the Action Items link on the top panel next to your name.
3. Your assigned carts are listed in the “My Assigned Approvals” section. Click on the cart name to open the cart.

Requisition Workflow

1. To determine where in the approval process a Requisition is, enter the number in the Search for box.
2. Click the Requisition number to open it.
3. Click on the PR Approvals tab.
4. The necessary Approval steps for the Requisition are listed.
5. Click the view approvers link to see the individuals associated with each step.