

Hosted Catalog Shopping **Quick Guide**

Shopping is Easy in ePro!



Creating a Cart with a Hosted Catalog

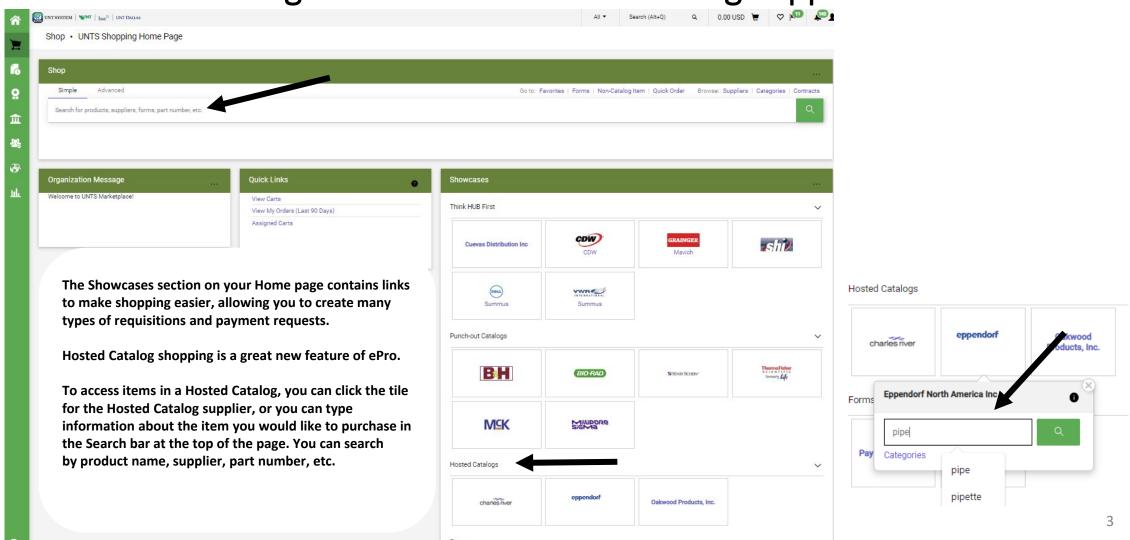
ePro Shoppers and Requestors:

Both Shoppers and Requestors can shop for items and add them to carts.

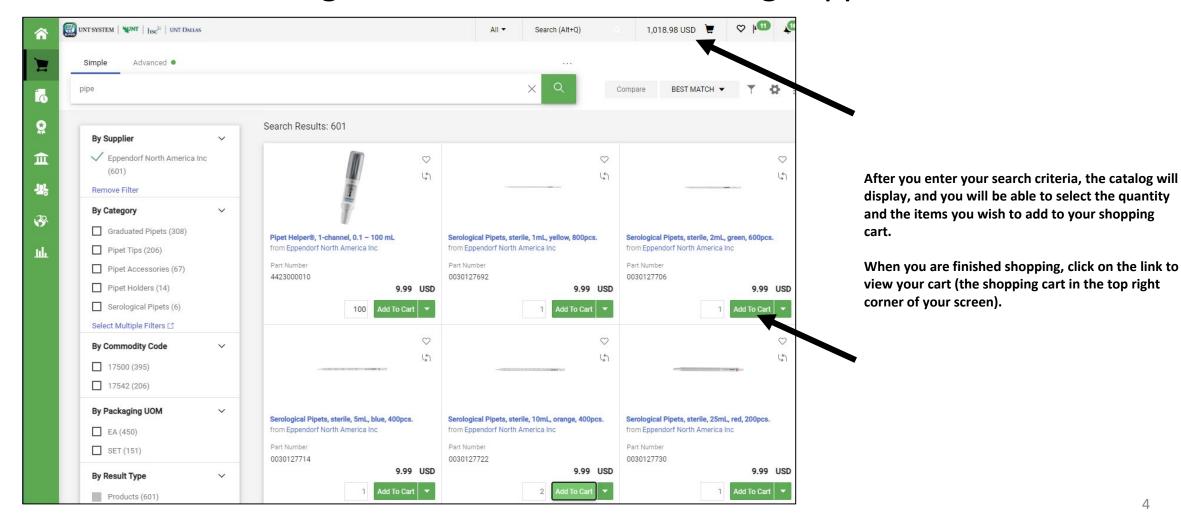
Requestors have additional permissions:

- Requestors can submit carts that have been assigned to them by Shoppers.
- Requestors are users who have knowledge of ePro accounting codes and Chartfields. The requestor may need
 to update the requisition with these codes before placing an order.
- Responsibilities of a Requestor include following Procurement Guidelines, bid thresholds, validating accuracy of Accounting Chartfields, Ship To information, and Business Purpose.

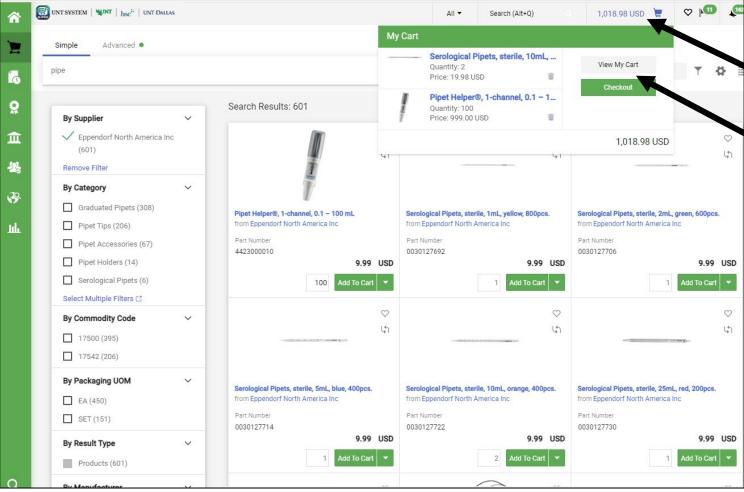








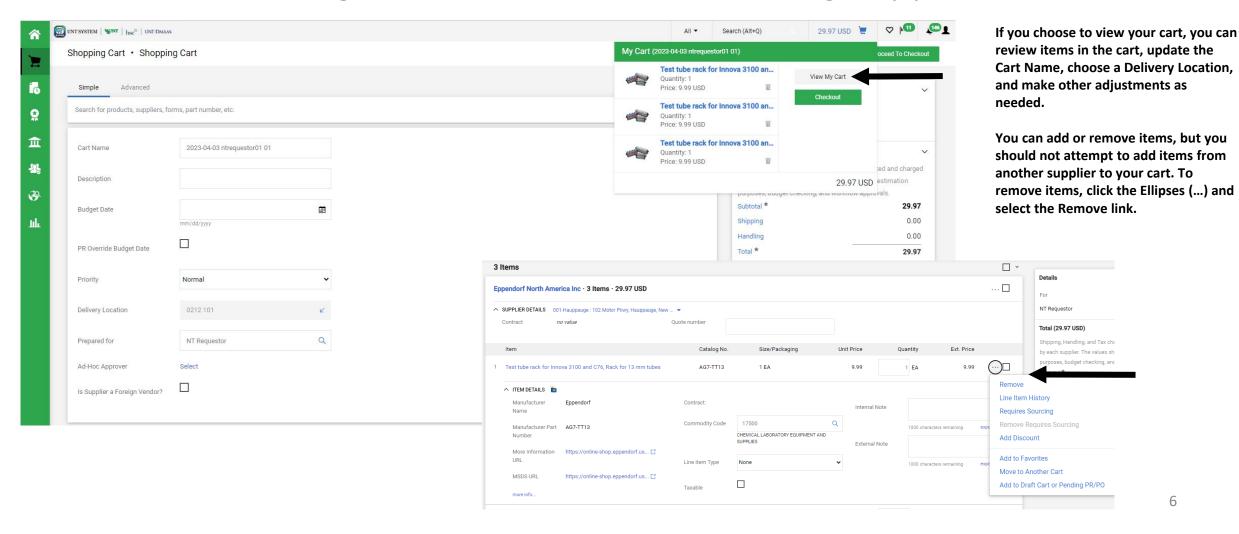




When you click the Cart icon or the link displaying the amount of your cart, a popup displaying items in your cart will appear.

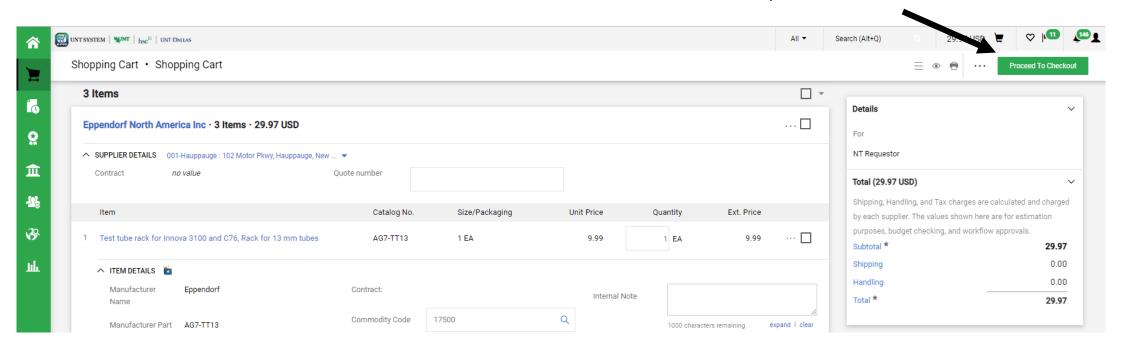
You have the option to View My Cart or Checkout. When you choose to checkout, a requisition will be created.







When you are ready to Checkout and create your Requisition in Marketplace, click the Proceed to Checkout button.



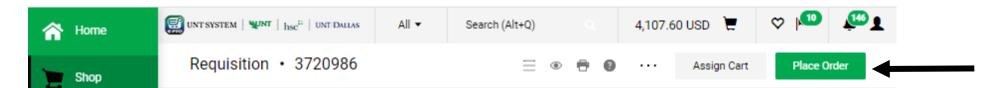


For SHOPPERS, the next step is to Assign Cart to a requestor to place the order. See page 9 for details.



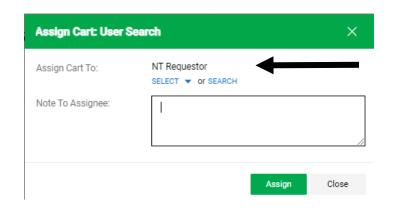
For REQUESTORS, the next step is to proceed directly to Place Order.

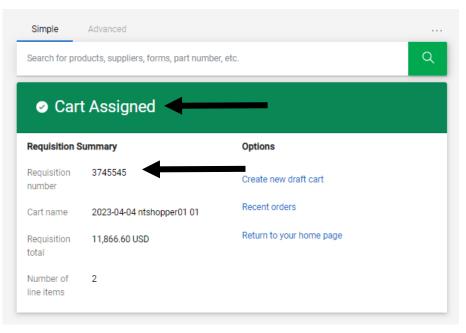
To continue creating your requisition or to submit requisitions assigned to you by Shoppers, please follow the instructions on the Requisition from a Shopping Cart document in the Requestor section.





If you are a Shopper, you will be prompted to select a Requestor to review and submit your cart after you click the Assign Cart button. Once your assigned Requestor places the order, the requisition will begin the ePro approval process.







When the Requestor places the order, the workflow status can be viewed in the What's Next section of the requisition. Once it moves all the way through the workflow, a Purchase Order will be issued and a link to the PO becomes available.

