



Govs e-Shop

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Training - Requestor

- A requestor is a person who can create and submit a cart of the needed items.
- The cart can be created three (3) ways.
 - Hosted Catalog
 - Punch-out Catalog
 - Non-Catalog Item
- The requestor will submit the order for approval.

Requestor – What is a requestor?

Requestor – How to create and submit a Hosted Catalog cart

- Select the Hosted Catalog you would like to order from.
 - Example, Pomeroy
- In the search field, type in what item you are looking for.
 - Cabling
- A list of items available will populate.
 - SP Base DS1/DS3 Cabling Test Kit
- Select the quantity of the item
 - Four (4)
- Select add to cart.
- Continue until all items are selected and in your cart
- Once added to cart, roll to the top of the screen. Select your cart.

- If everything is correct, select proceed to check out.
- Click on the summary tab. This tab will show you a summary of everything that needs to be completed for submission.
- In the shipping box, select edit.
 - Fill in the Attn:, Building: and Room:, select save.
- In the Accounting Codes box, you will need to complete the Fund, Org, Account and Program codes
 - Under Fund, select required field.
 - Then select from all values.
 - You may search for a fund by the value (all or partial) or by the description. Type in what you are searching for.
 - Click search.
 - Once you find your code, click select next to it.
- Repeat these steps for the Org and Account.
- Program code will be a drop down box.
- Once you have filled in all the boxes, select save.
- Once all the boxes are completed, the ribbon at the top should be all green checks.
- You are ready to submit requisition.
- You are now done.

Requestor – How to create a Punch-out Catalog cart

- Select the Punch-out Catalog you would like to order from. This will take you to the site of the catalog.
 - Example, Staples
- In the search field, type in what item you are looking for.
 - File Folders
- A list of items available will populate.
 - 1/3 Cut, Manilla, Letter-size holds 8 1/2" x11", 250/Box
- Select the quantity of the item
 - Four (4)
- Select add to cart.
- Once added to cart, roll to the top of the screen. You will see a cart with items in the cart and an amount.
- Select your cart. Once selected you will see a list of all items in your cart.
- If you agree with the items, scroll to the bottom and select submit.
This will return you to Govs e-shop.

- If everything is correct, select proceed to check out.
- Click on the summary tab. This tab will show you a summary of everything that needs to be completed for submission.
- In the shipping box, select edit.
 - Fill in the Attn:, Building: and Room:, select save.
- In the Accounting Codes box, you will need to complete the Fund, Org, Account and Program codes
 - Under Fund, select required field.
 - Then select from all values.
 - You may search for a fund by the value (all or partial) or by the description. Type in what you are searching for.
 - Click search.
 - Once you find your code, click select next to it.
- Repeat these steps for the Org and Account.
- Program code will be a drop down box.
- Once you have filled in all the boxes, select save.
- Once all the boxes are completed, the ribbon at the top should be all green checks.
- You are ready to submit requisition.
- You are now done.

Requestor – How to create a Non-catalog cart

- Select the Non- catalog link
- Enter Supplier
 - As you entered your supplier a list of vendors will populate with the letters that have been entered.
 - Example: Lowes
- In product description, enter what you are wanting to purchase.
 - You should have obtained a price or quote from the vendor unless it is a bid. If you have a quote, reference your quote number in this box along with the description.
 - Picnic Table
- Under catalog number, enter the item number, if known. Box can be left blank.
- Under Product size, enter the product size, if known. Box can be left blank.
- Under Quantity box, enter the quantity, you are wanting to order.
- Under Price estimate, enter the price.
- Next select save and close, if you are done adding items for this vendor, OR select and add another if you have additional items.
- Once added to cart, roll to the top of the screen. You will see a cart with items in the cart and an amount.

- If everything is correct, select proceed to check out.
- Click on the summary tab. This tab will show you a summary of everything that needs to be completed for submission.
- In the shipping box, select edit.
 - Fill in the Attn:, Building: and Room:, select save.
- In the Accounting Codes box, you will need to complete the Fund, Org, Account and Program codes
 - Under Fund, select required field.
 - Then select from all values.
 - You may search for a fund by the value (all or partial) or by the description. Type in what you are searching for.
 - Click search.
 - Once you find your code, click select next to it.
- Repeat these steps for the Org and Account.
- Program code will be a drop down box.
- Once you have filled in all the boxes, select save.
- Once all the boxes are completed, the ribbon at the top should be all green checks.
- You are ready to submit requisition.
- You are now done.

Requestor – How to proceed to with a credit card

- If everything is correct, select proceed to check out.
- Click on the summary tab. This tab will show you a summary of everything that needs to be completed for submission.
- In the shipping box, select edit.
 - Fill in the Attn:, Building: and Room:, select save.
- In the Billing box, select edit next to Bill To.
 - Select choose a different address, click here
 - Select the drop down box for select for org addresses
 - Select P-Card Bill To
 - Select Save
- Next, select edit next to Credit Card Info.
 - Fill Card Details
 - Select Save
- In the Accounting Codes box, you will need to complete the Fund, Org, Account and Program codes
 - Under Fund, select required field.
 - Then select from all values.
 - You may search for a fund by the value (all or partial) or by the description. Type in what you are searching for.
 - Click search.
 - Once you find your code, click select next to it.

- Repeat these steps for the Org and Account.
- Program code will be a drop down box.
- Once you have filled in all the boxes, select save.
- Once all the boxes are completed, the ribbon at the top should be all green checks.
- You are ready to submit requisition.
- You are now done.