

SHOPPER EMARKET TRAINING

THIS JOB AID IS NOT FOR DEPARTMENTAL REQUESTERS; THOSE THAT HAVE THE FSU_PO_REQUESTER ROLE IN OMNI. IF YOU CAN CREATE REQUISITIONS, YOU NEED TO CLOSE THIS JOB AID AND USE THE ONE TITLED “EMARKET REQUESTERS”.

If a Requester goes into the EMarket through the Shopper portal, their departmental Shoppers cannot see their name in the list of assignees to assign a cart to them. Requesters should not use these instructions in this job aid to enter the EMarket!

This job aid is for those with the FSU_PO_SHOPPER ROLE in OMNI. The FSU_PO_SHOPPER ROLE allows you to create shopping carts and assign the carts to your departmental Requesters to process a requisition for the items.

SPECIAL NOTE: YOU MUST HAVE THE FSU_PO_SHOPPER ROLE ASSIGNED TO YOUR USERNAME IN OMNI BEFORE YOU CAN SEE THE “ASSIGN CART” FUNCTION IN THE EMARKET. TO OBTAIN THIS ROLE, SUBMIT AN EORR (ELECTRONIC ON-LINE ROLE REQUEST), WHICH IS AVAILABLE ON THE OMNI PORTAL PAGE.

NOTES: Every employee at FSU will be given the “Shopper View Only” role with no capability to assign carts. If you sign in, create a cart, and don’t have the link to Assign carts as reflected in this document, you need to enter an e-ORR (on-line role request) to obtain the FSU_PO_SHOPPER role and when approved through your supervisor and then Purchasing Services, you will then have access.

There are two types of catalogs to use when shopping in our EMarket. Hosted catalogs are those that are uploaded directly via Excel and the Shopper will see a list of items that are contained in the catalog. To see pictures, Shoppers will need to click on the URL for a picture of these items. You can compare items when using Hosted catalogs. When using these catalogs, you never leave the OMNI EMarket. Shoppers can save favorites using hosted catalogs. Punch-out catalogs are larger catalogs and when selected, the Shopper will go into the vendor’s actual web site. You create a cart in that site, then “checkout” or “submit” the cart, sometimes called “requisition”, back into OMNI EMarket, and then you save the cart there. Punch-out catalogs do not allow Shoppers to save favorites.

End users/requesters should not contact vendors regarding order delivery status in the EMarket module. Contact Purchasing Services to research the order for you if there is an issue with any order.

If you and your requesters are paid from different department ids, you need to have the Purchasing EMarket Administrators add more Dept IDs to your profile to link you up with your department requesters. You can send an email to nmilburn@fsu.edu or pwsullivan@admin.fsu.edu with the list of requesters you need to have linked up with your profile.

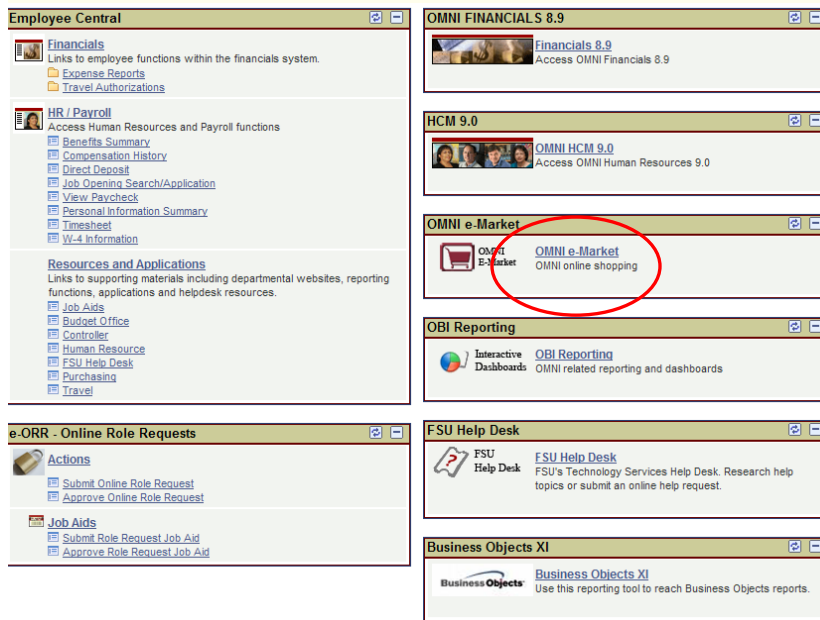
Let’s go shopping!

SHOPPING AND ASSIGNING A CART FROM A PUNCH-OUT CATALOG

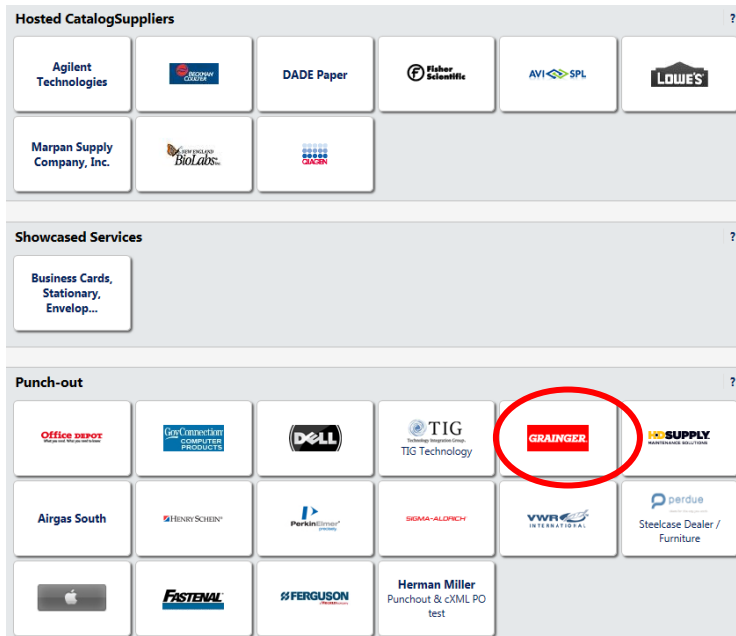
This part of the job aid shows you how to create a shopping cart and assign it to a Requester in your department from a **Punch-out Catalog**:

Sign in to OMNI.

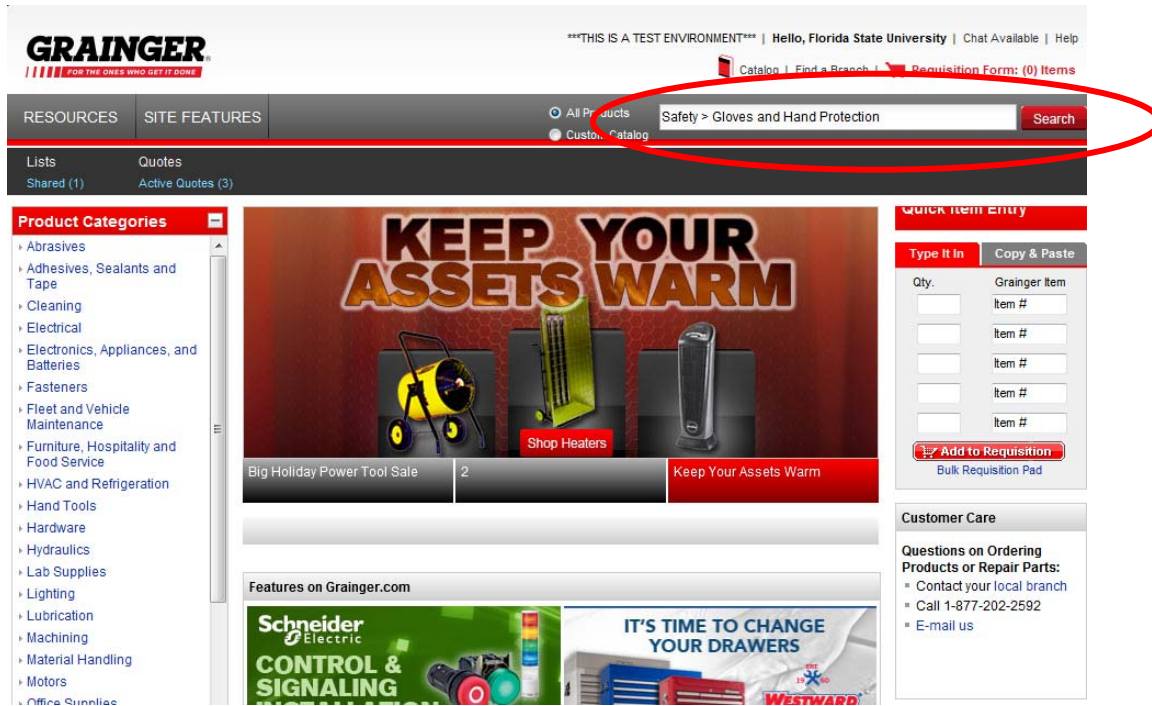
Click on the OMNI EMarket link in the box with the shopping cart.



Notice the two categories of catalogs; Hosted and Punch-out. When you find the vendor you want to purchase, click on the icon for that vendor to enter their site. In this example, Grainger is selected.

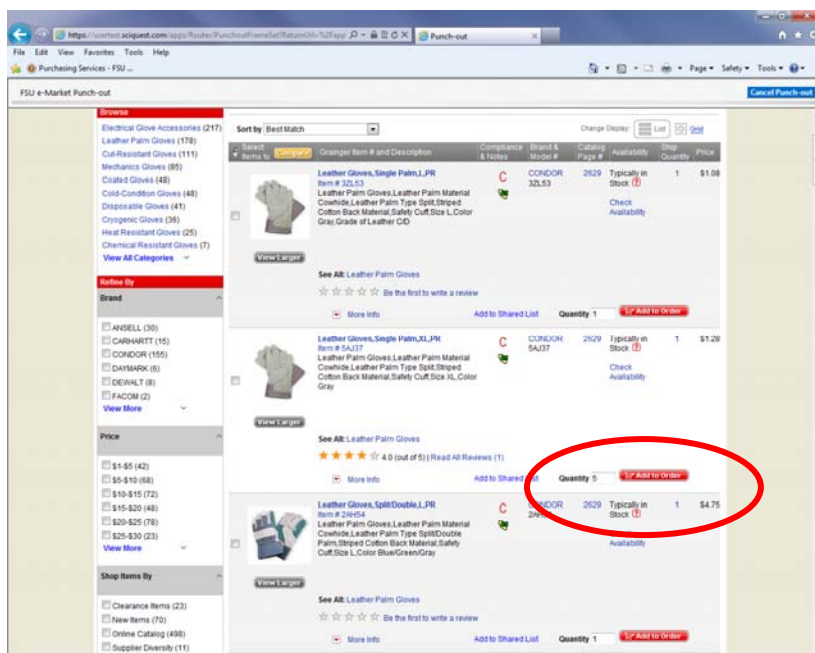






When you get into the catalog, either enter a description of what you want to buy or click on a category. For this example I will use a description.



Find the item you want to purchase, enter the quantity in the box and click the “Add to Order” button.

NOTES: Lines are limited to 99 for any shopping cart in the catalogs. Be very careful however, because it may time out when trying to submit cart to OMNI. If you have a large order to process, periodically, after ordering 5-10 items, it is a good idea to go through the checkout process and when you get back into the FSU EMarket site, click “Save” to save your cart. Then you can click “Continue Shopping” to go back into the vendor’s site and add more items.



Item #	Qty.	Description	Brand Mfr. Model #	Ship Qty.	Availability ?	Your Price	Extended Price	Remove
 5AJ37 View Larger	5	Leather Gloves, Patch Palm, XL, PR >More Details. Country of Origin: China	CONDOR 5AJ37	1	Typically in Stock ?	\$3.00	\$15.00	
 1N874 View Larger	5	Shop Apron, Blue, 36in. L, Denim >More Details. Country of Origin: India	CONDOR 1N874	1	Typically in Stock ?	\$9.80	\$49.00	

If you changed quantities, click to [Update](#)

Product availability is real-time and adjusted continuously. This product will be reserved for you when you complete your order. If your organization requires order approval, the product will be reserved once Grainger receives the final approved order based on product availability at that time.

Subtotal **\$64.00**

SHARED LISTS
Select items, then add to a [Shared List](#) ?
Most users find lists of 60 items or less to be the most efficient.

Select a List


OR


Enter New List Name

[Add to Shared List](#)



Continue to search and select items needed and when completed, click the “Continue” link. The system will take you through the checkout process. Each catalog is a bit different, so follow the prompts when checking out. For Grainger, you select “Submit Requisition”.


THIS IS A TEST ENVIRONMENT | Hello, Florida State University | Chat Unavailable | Help

Catalog | Find a Branch |  Requisition Form: (2) Items

PRODUCTS | RESOURCES | SITE FEATURES
All Products Custom Catalog

Search

Lists
Shared (1)
Quotes
Active Quotes (6)

Requisition Confirmation

Thank you for visiting Grainger's Online Catalog.

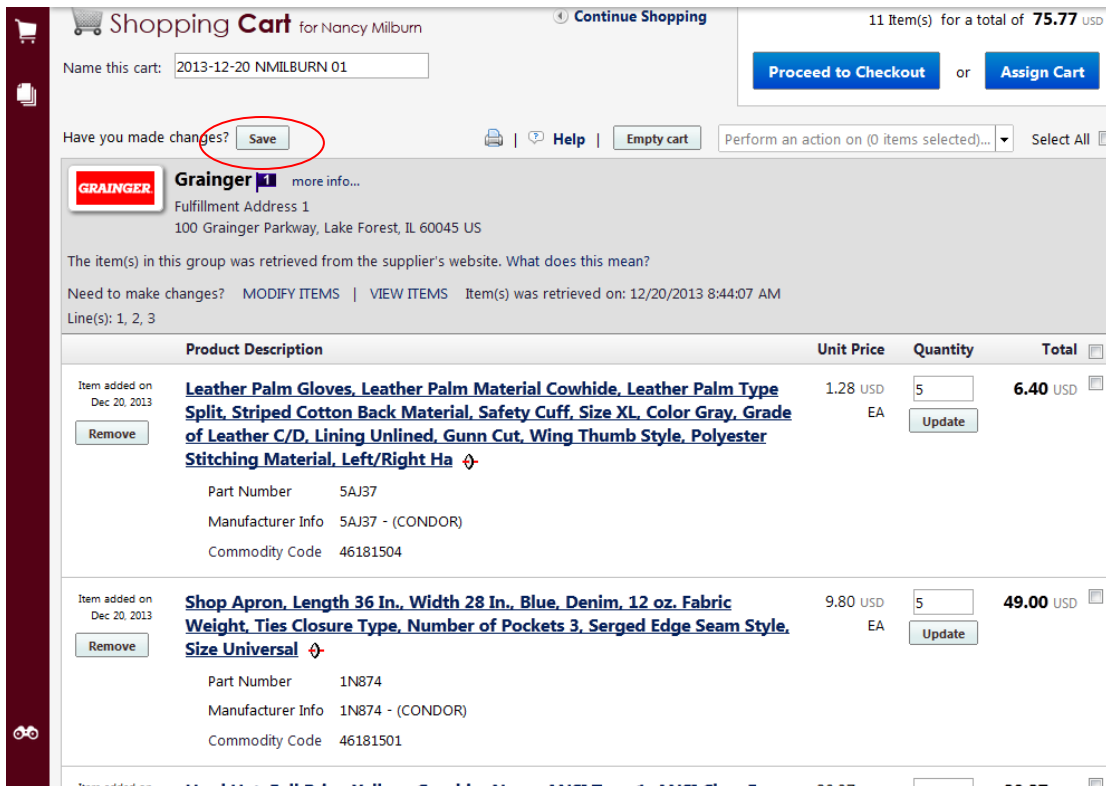
You are about to transfer items to your internal procurement system. These items will not be shipped until approval is received from your procurement system provider.

For customer service, please contact Customer Care at 1-877-202-2592 or email us at eprocustomercare@grainger.com.

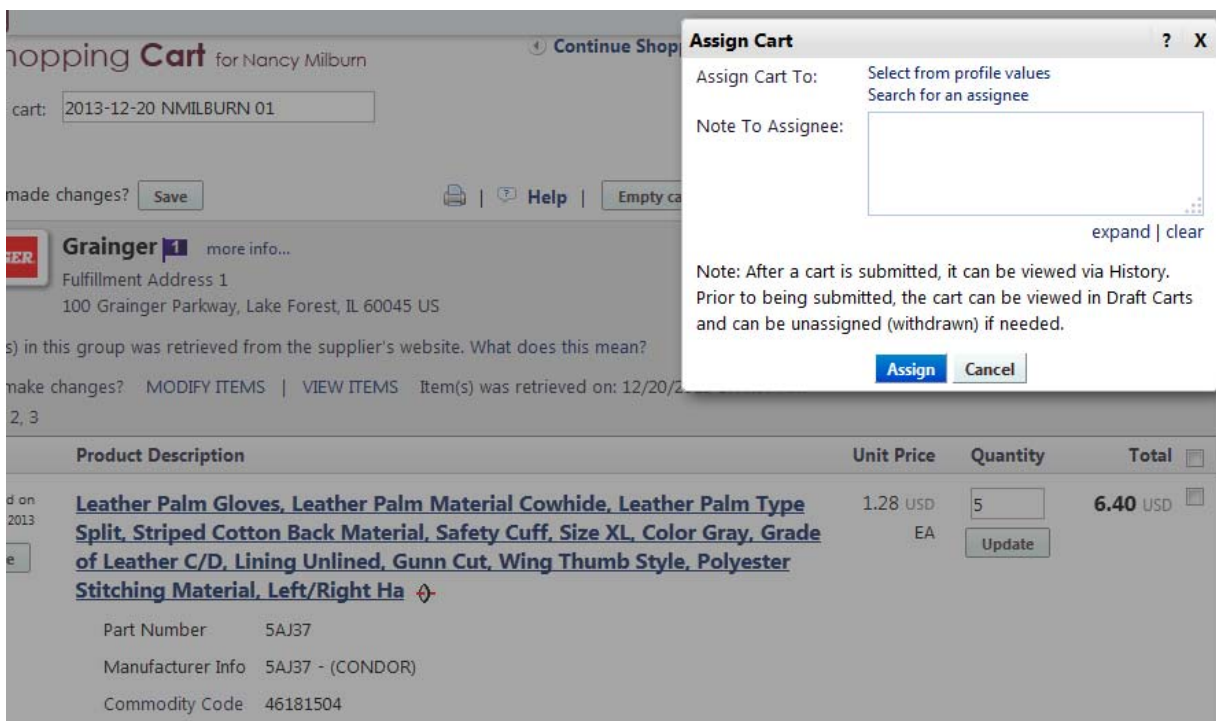
To complete this portion of the process, click Submit Requisition.

Edit Requisition
Submit Requisition

When you get the cart back in the FSU EMarket, be sure to click “Save”.



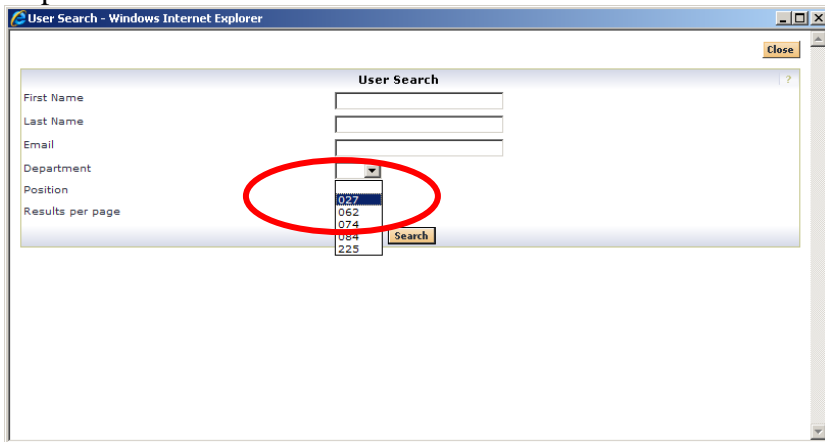
Now that you have saved your cart, to get it ordered, you must assign it to one of your requesters in your department. To find a requester, click on the “Assign Cart” link. A box will pop up, and then you click on “Search for an assignee”.



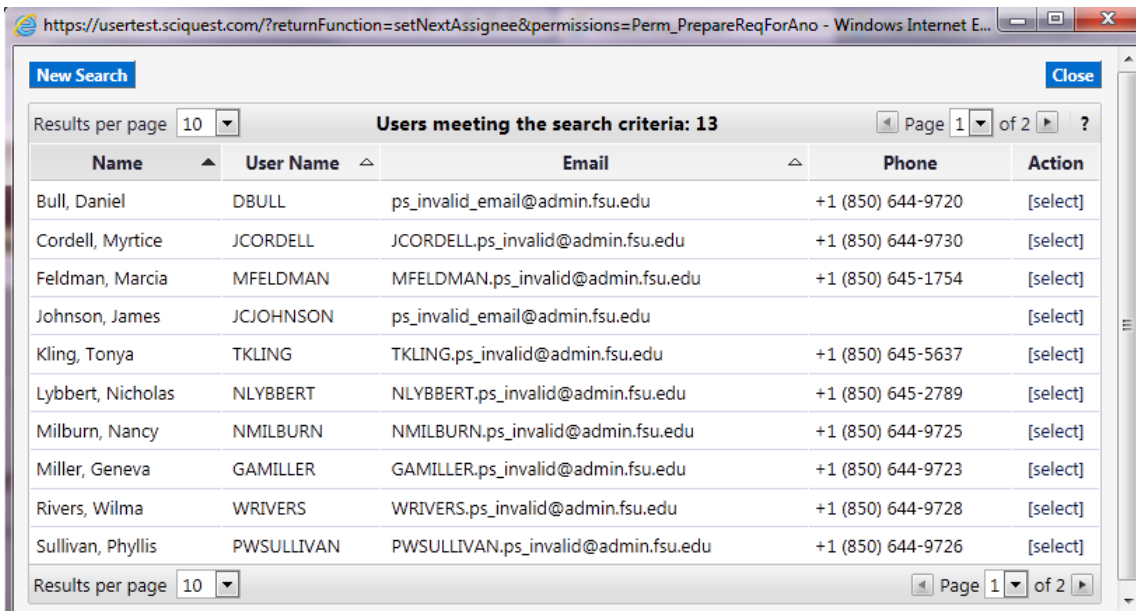
This search box pops up and you can then select a Dept Id from the drop down menu or you can search by a last name of the departmental requester. All users will only have the first three numbers of your default Dept ID that you are paid from in HR on the list. More may be added as required.

NOTE: If you need more Dept IDs because your Requesters are paid from a different Dept ID, you must email nmilburn@fsu.edu or pwsullivan@admin.fsu.edu with the names of those requesters you need added.

Dept Id search.....

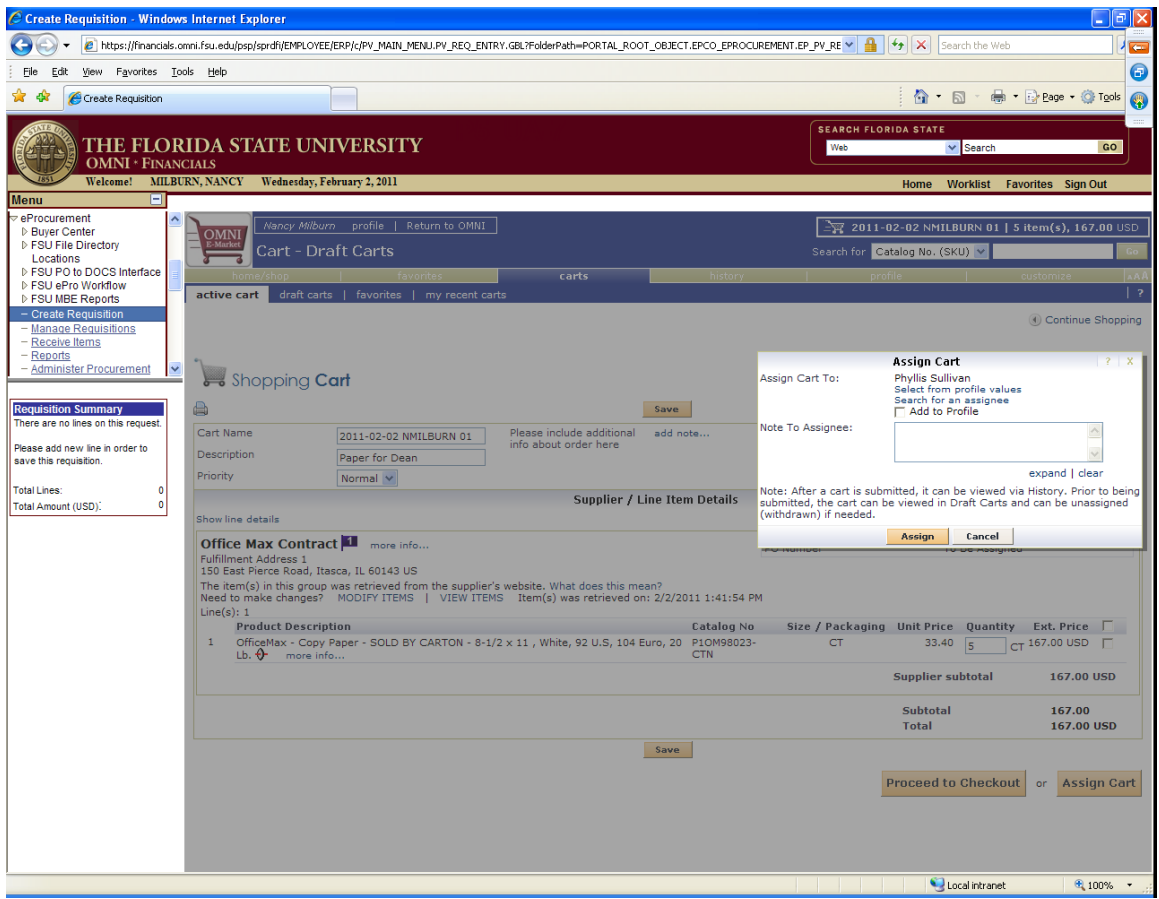


When you select a Dept ID to use, the list of requesters that are also linked with that Dept ID will show up on the list. Select the name on the list you want to assign this cart to and click "Selected".



IMPORTANT NOTE: If you cannot find a Requester that you should be able to see, or that you were able to assign carts to before, they may have entered the EMarket through the Shopper Portal and that makes them "invisible" to you. Contact that Requester and have them enter the EMarket through Financials>Create Requisition to rectify the problem. Then try your search again and they should be there.

Once a cart has been assigned, **only** the Shopper and the Requester assigned the cart to can unassign or reassign (respectively) the cart. It is up to the Shopper to insure the requester he/she sends it to is available to process the requisition for your cart prior to assignment.



Example of a search using name of requester.....

Close

User Search

First Name

Last Name

Email

Department

v

Position

v

Results per page

10

Click search to find the Requester. When you find the Requester you want to assign the cart Click “select”.

New Search
Close


Results per page 10
Users meeting the search criteria: 1
Page 1 of 1 ?

Name	User Name	Email	Phone	Action
Sullivan, Phyllis	PWSULLIVAN	PWSULLIVAN,ps_invalid@admin.fsu.edu	+1 (850) 644-9726	[select]

Once a Requester is selected, the system will take you to the below page and you will see the Requester's name on top. Before assigning the cart, enter the budget information and any other notes you may have for the Requester. Click on the Assign button to complete the assignment process.

Assign Cart ? X
Assign Cart To: Phyllis Sullivan
Select from profile values
Search for an assignee
 Add to Profile
Note To Assignee: Please charge to budget 027000-620
expand | clear
Note: After a cart is submitted, it can be viewed via History. Prior to being submitted, the cart can be viewed in Draft Carts and can be unassigned (withdrawn) if needed.
Assign Cancel

Congratulations! You have saved your cart to the selected Requester! You can click on the shopping cart to purchase more items from another vendor or click "Return to OMNI" to get out of the EMarket. You can also sign out as needed.

Shopping Cart Information ?
 **Congratulations! Your cart was successfully assigned for further review.**
At this point, you can view the cart in your draft carts list and can unassign it, if needed, until submitted by the assignee. After a cart is submitted by the assignee, you can view it via requisition history search.
You included the following note for the assignee:
Please charge to budget 027000-620
You have assigned the shopping cart to another user. At this time, you may close this frame or the browser.
Cart number 1073067
Cart name 2013-12-20 NMILBURN 01
Cart total 75.77 USD
Number of line items 3
What would you like to do next? Here are links to some common actions.

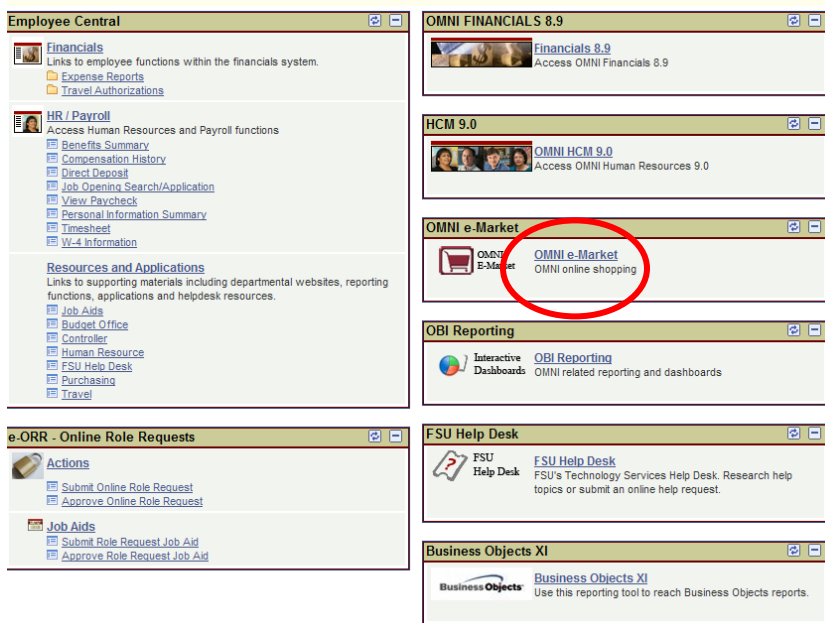
- Search for another item
- Check the status of an order
- Return to your home page
- Create new draft cart

CREATING AND ASSIGNING A CART IN A HOSTED CATALOG

This part of the job aid shows you how to create a shopping cart and assign it to a Requester in your department from a **Hosted Catalog**. The Hosted catalogs are the group of icons listed in the top box of the Home page. These catalogs will provide a list of the items, but do not take you into the vendors web sites as Punch-out catalogs will.

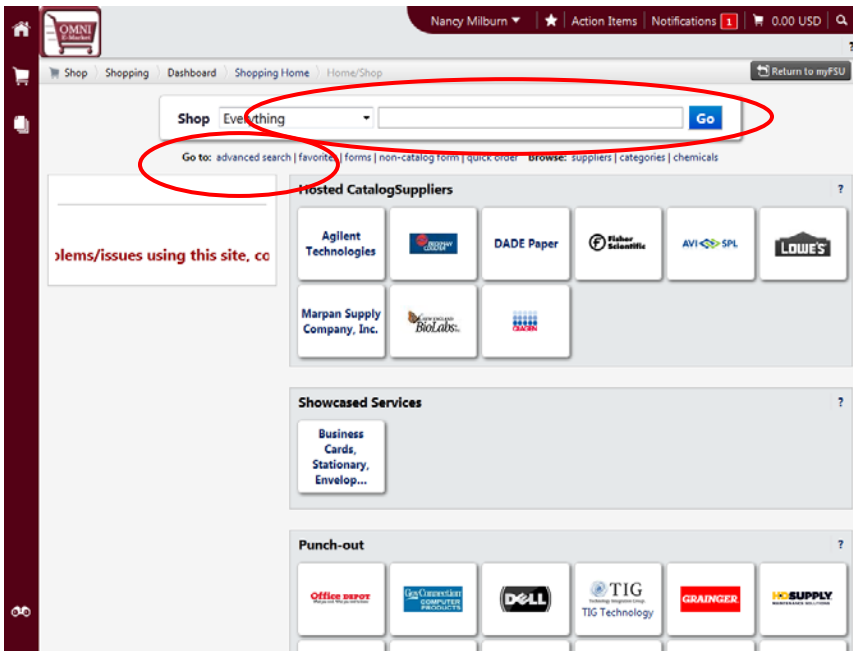
Sign in to OMNI.

Click on the OMNI EMarket link in the box with the shopping cart.

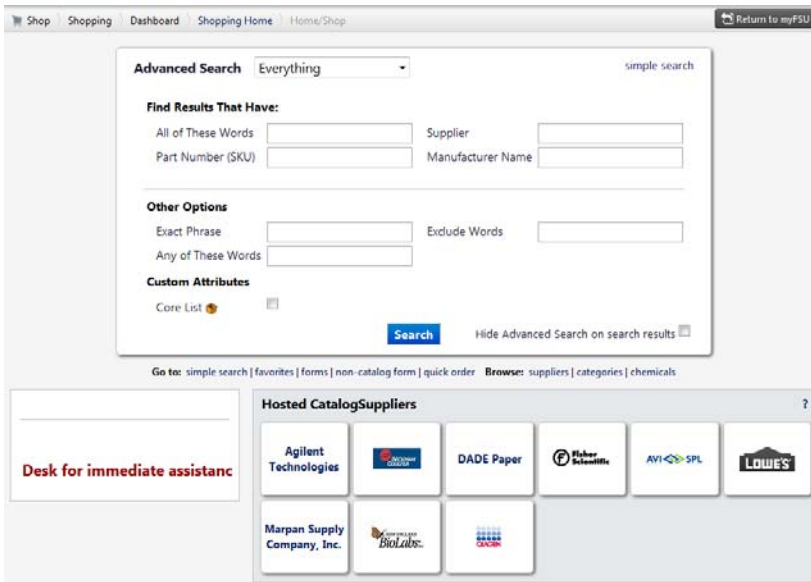


This is the Home page for the catalog search.

To search in a Hosted catalog, click in the search box at the top of the page. If you want to get the advanced search, click on that link under the top line.



This is the search box opened up.



Enter the description of the item you want to find in the box. You can use different search criteria to find items or find a vendor. The below example uses an item description.

Advanced Search Everything simple search

Find Results That Have:

All of These Words Supplier

Part Number (SKU) Manufacturer Name

Other Options

Exact Phrase Exclude Words

Any of These Words

Custom Attributes

Core List

Hide Advanced Search on search results

Click “Search” to obtain search results.

The search may include items from a Punch-out catalog if the supplier has that capability. Below is an example of an item that is available from multiple suppliers, TIG and Fastenal are punch-out suppliers and AVI is a hosted catalog. The filters on the left can be used to limit the items in your search.

Note: The first arrow is pointing to the vendor name. When “Order from Supplier” is on the far right that means the vendor is a Punch-out vendor and you have to enter their site to order. Before leaving this page, write down the item number so you can search easily once you get to that site. The last arrow shows that this is a Hosted vendor and you can enter a quantity and click “Add to Cart” to order from this page if this is the item you need.

The screenshot shows a search results page for 'OMNI'. The top navigation bar includes the user name 'Nancy Milburn', 'Action Items', 'Notifications', and '0.00 USD'. The search results are sorted by 'Best Match' and show 50 results per page. The left sidebar contains filter options: 'By Supplier' (Fisher Scientific (4), Grainger (2), Technology Integration Group (TIG) (22), Audio Visual Innovations - SPL (4), Fastenal (3)), 'By Supplier Class' (Priority Supplier (24), Secondary Supplier (4)), 'By Category' (Computer displays (22), Fluorescent lamps (2), Interior lighting fixtures and accessories (1), Lab Fluorescent Lamps (3), Light emitting diode LED optic lighting (1)), and 'By Packaging UOM' (EA (33), PK (2)).

The main content area displays four search results:

- MITSUBISHI (PERIPHERALS) WL639U LCD PROJECTOR WXGA 600:1 3500LUMENS VGA 10.4LBS GSA COMPLI - WL639U - N15651** from Technology Integration Group (TIG). Price: EA. Includes 'add favorite' and 'compare' links. An arrow points to the vendor name.
- 39W T5 3500 Lumen 830 Fluorescent Bulb** from Fastenal. Price: EA. Includes 'add favorite' and 'compare' links. An arrow points to the 'Order from Supplier' link.
- 39W T5 3500 Lumen 835 Fluorescent Bulb** from Fastenal. Price: EA. Includes 'add favorite' and 'compare' links. An arrow points to the 'Order from Supplier' link.
- WXGA, 3500 Lumens, 3D Projector** from Audio Visual Innovations - SPL. Price: 1,701.99 USD. Includes 'Add to Cart' and 'compare' links. An arrow points to the 'Add to Cart' button.

For this example, the item needed is from AVI, so the filter will eliminate the other vendors' items. To use the filters, click the filter icon and then select the vendor or vendors.

The 'Filter By Supplier' dialog box is open, showing a list of suppliers with checkboxes:

- Fisher Scientific (4)
- Grainger (2)
- Technology Integration Group (TIG) (22)
- Audio Visual Innovations - SPL (4)
- Fastenal (3)

When the “filter” button is clicked the results will reflect only those items from that vendor.

Showing 1 - 4 of 4 results Compare Selected: 0

Results per page: 50 Sort by: Best Match Page 1 of 1

Add Keywords ?
[] Go

Filter Results ?
By Supplier
Showing only results matching:
Audio Visual Innovations - SPL (4) show all...

By Category
Projection screens or displays (4)

By Packaging UOM
EA (4)

By Result Type
Products (4)

By Manufacturer
Casio (4)

Product Name	Price	UOM
WXGA, 3500 Lumens, 3D Projector from Audio Visual Innovations - SPL Part Number: XJ-H2600 Manufacturer Info: XJ-H2600 - (Casio)	1,701.99 USD	EA
WXGA, 3500 Lumens, 3D, USB, IWB, LAN from Audio Visual Innovations - SPL Part Number: XJ-H2650 Manufacturer Info: XJ-H2650 - (Casio)	1,849.99 USD	EA
3500 Lumens, Pro Series, XGA Projector, 3D from Audio Visual Innovations - SPL Part Number: XJ-H1600 Manufacturer Info: XJ-H1600 - (Casio)	1,479.99 USD	EA
3500 Lumens, Pro Series, XGA Projector, 3D, USB, IWB, Lan from Audio Visual Innovations - SPL Part Number: XJ-H1650 Manufacturer Info: XJ-H1650 - (Casio)	1,627.99 USD	EA

Note that when you enter the quantity and click on Add to Cart, you see the message that the items are added and you can click the link to view your cart. Your cart can also be accessed by clicking on the shopping cart at the top right of your page. When you are done adding items to your cart, be sure to check “Save”.

OMNI Market

Nancy Milburn Action Items Notifications 2,959.98 USD

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - Draft Carts Return to myFSU

Shopping Cart for Nancy Milburn Continue Shopping

Name this cart: 2013-12-20 NMILBURN 01

2 Item(s) for a total of 2,959.98 USD

Proceed to Checkout or Assign Cart

Have you made changes? Save

AVI SPL Audio Visual Innovations - SPL more info...

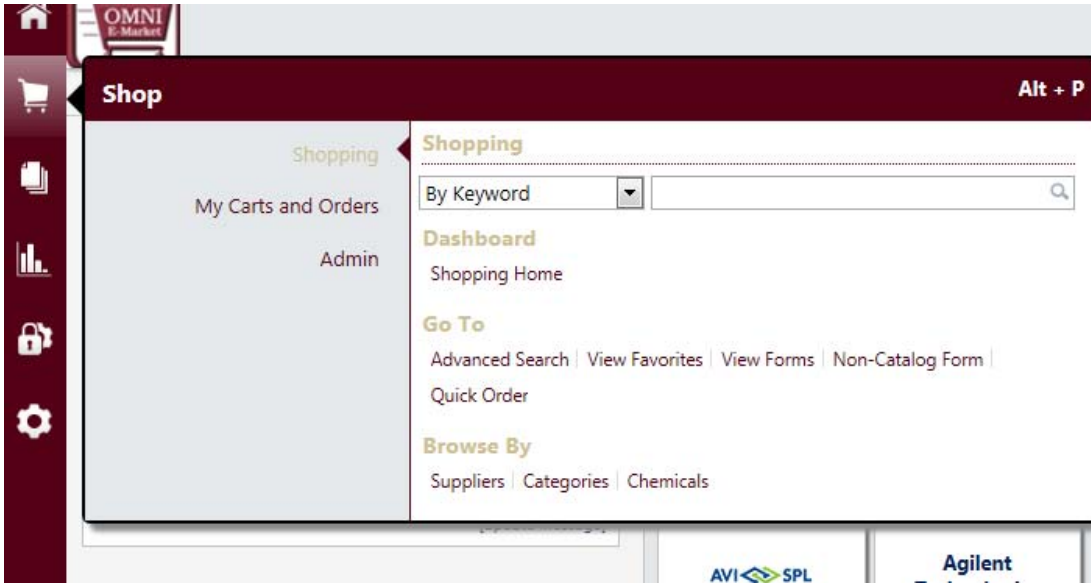
Fulfillment Address 1

Product Description	Unit Price	Quantity	Total
Item added on Dec 20, 2013 3500 Lumens, Pro Series, XGA Projector, 3D Part Number: XJ-H1600 Manufacturer Info: XJ-H1600 - (Casio) Commodity Code: 45111603	1,479.99 USD EA	2	2,959.98 USD

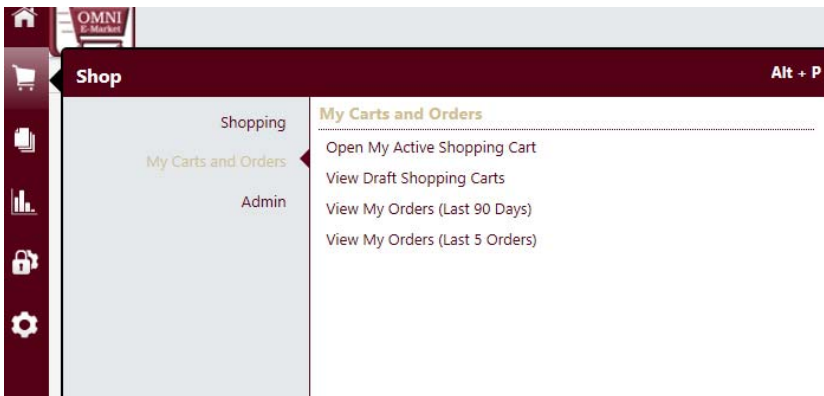
Now you can assign the cart using the same process as outlined in the punch-out cart assign section above.

HOW TO UNASSIGN A CART AND ASSIGN TO A DIFFERENT REQUESTER

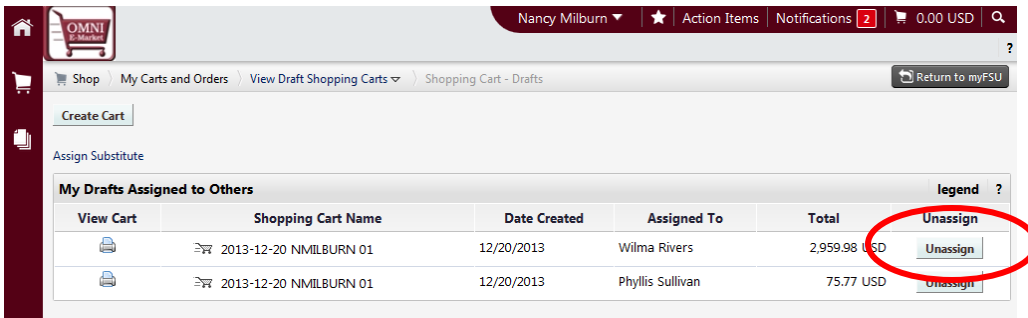
Click on the Shopping Cart on the left of the page, then “My Carts and Orders”. Draft Carts tab and find the cart that was assigned to a requester that needs to be changed or corrected.



Then open “View Draft Shopping Carts” to find the assigned cart that needs to be unassigned and deleted or reassigned.



Click the Unassign button on the right which will bring you back into the cart.



Then you can reassign the cart to a different Requester to get this cart processed using the method outlined in the previous pages.

Shopping Cart for Nancy Milburn

Name this cart: 2013-12-20 NMILBURN 01

2 Item(s) for a total of **2,959.98** USD

[Proceed to Checkout](#) or [Assign Cart](#)

Have you made changes? [Save](#) | [Help](#) | [Empty cart](#) | Perform an action on (0 items selected)... | [Select All](#)

Audio Visual Innovations - SPL more info...
Fulfillment Address 1

Product Description	Unit Price	Quantity	Total
3500 Lumens, Pro Series, XGA Projector, 3D Item added on Dec 20, 2013 Add to Favorites Remove More Actions	1,479.99 USD EA	2 Update	2,959.98 USD
Part Number XJ-H1600 Manufacturer Info XJ-H1600 - (Casio) Commodity Code 45111603			

When assigned, you will get the same type of message as below.

Create Requisition - Mozilla Firefox

THE FLORIDA STATE UNIVERSITY OMNI - FINANCIALS SQNAFI

Shopping Cart Information

Congratulations! Your cart was successfully assigned for further review.

At this point, you can view the cart in your draft carts list and can unassign it, if needed, until submitted by the assignee. After a cart is submitted by the assignee, you can view it via requisition history search.

You included the following note for the assignee:

Please charge to 027000-620

You have assigned the shopping cart to another user. At this time, you may close this frame or the browser:

Cart number 1073047
Cart name 2013-12-20 NMILBURN 01
Cart total 2,959.98 USD
Number of line items 1

What would you like to do next? Here are links to some common actions.

- Search for another item
- Check the status of an order
- Return to your home page
- Create new draft cart

Happy Shopping!