


ePS Marketplace Quick Reference Guide

Let's Shop!

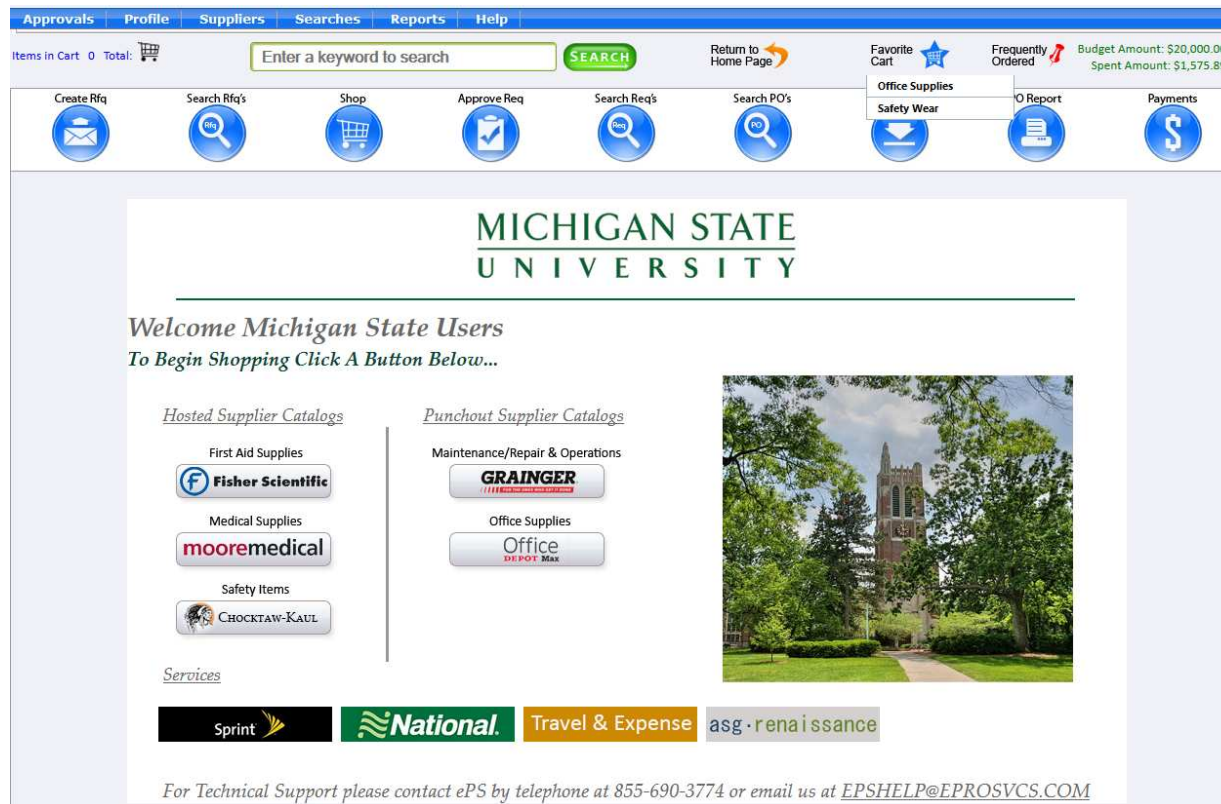
Enter a keyword or part id in the search field and select  to shop within the Hosted catalog

Click on a supplier button to shop within a specific supplier's catalog






Click on the Favorite Cart star icon to access and/or add items from a favorite cart











Click on the Frequently Ordered thumbnail icon to view and/ or add items from the most frequently ordered items

View the location budget and spent amount in the right corner of the screen



Approvals Profile Suppliers Searches Reports Help



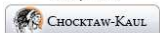
Items in Cart 0 Total:  Enter a keyword to search  Return to Home Page  Favorite Cart  Frequently Ordered  Budget Amount: \$20,000.00 Spent Amount: \$1,575.89

Create Rfq  Search Rfq's  Shop  Approve Req  Search Req's  Search PO's  Office Supplies  Safety Wear  O Report  Payments 



MICHIGAN STATE UNIVERSITY

Welcome Michigan State Users
To Begin Shopping Click A Button Below...





Hosted Supplier Catalogs

- First Aid Supplies 
- Medical Supplies 
- Safety Items 

Punchout Supplier Catalogs

- Maintenance/Repair & Operations 
- Office Supplies 

Services

-    

For Technical Support please contact ePS by telephone at 855-690-3774 or email us at EPSHELP@EPROSVCS.COM

For additional Assistance please contact ePS Support 855-690-3774 or eps-help@eprovcs.com

The screenshot displays the ePS Marketplace QRG interface. At the top, there is a navigation bar with links for Approvals, Profile, Suppliers, Searches, Reports, Help, and Administration. Below this, a search bar contains the text 'Enter a keyword to search' and a green 'SEARCH' button (1). To the right of the search bar are links for 'Return to Home Page', 'Favorite Cart' (7), and 'Frequently Ordered' (4). The top right corner shows 'Budget Amount: \$20,000.00' and 'Spent Amount: \$1,575.89'. On the left side, there is a 'More Search Options' section with buttons for 'Frequently Ordered' (4), 'Search Filters' (5), 'Advanced Search' (6), 'Favorite Carts' (7), and 'Order Pad' (8). The main content area shows '8822 items found' and a 'Sort By: Price Low - High' dropdown. Below this is a pagination bar with numbers 1 through 16. The search results are displayed in a grid of four items: 'BUSINESS CARD HOLDER BLACK' (Part# 211797, \$0.19 USD UOM: EA, QTY: 1, Add (2)), 'RULER-WOODEN BEVEL 12 L' (Part# 164566, \$0.21 USD UOM: EA, QTY: 1, Add (3)), 'REINFORCE LBL' (Part# 166306, \$0.29 USD UOM: PK, QTY: 1, Add), and 'REINFORCE CLR LBL' (Part# 166322, \$0.29 USD UOM: PK, QTY: 1, Add). Each item has 'Compare' and 'Select' options.

1. Click the green search button to search by Supplier or Category, or type a keyword or part number into the Search text box then click the green search button.
2. Click [Add](#) to add the item to your shopping cart, or update the qty then add to cart. You will see the number of items and dollar amount change on the top of your screen
 - For more part detail information click on the part ID to open the product detail page
3. Compare similar items by adding them to the compare list
 - Click compare. Remove an item from the Compare List by clicking remove compare
 - Click "Compare List" on the right side of the screen. Select "As Base" to select item as base for comparison. The differences are highlighted.
4. Frequently Ordered: List the top most frequently purchased items at your location. Enter the quantity next to the item you wish to purchase and click Add to Cart.
5. To Search by Supplier or Category - Select Search Filters, Select Supplier or Category, then choose the catalog you wish to view by clicking on the name.
6. Advanced Search feature functions like a "Google" search, the more words entered = the more specific the search results
 - More Search Options: start a new Search or Search within your Search results
 - Select an attribute, select or exclude a specific supplier, then click the Search button
7. Favorites allow you to create lists of items you purchase frequently in one easy to find place.
 - View Favorites by clicking on the type of Favorite cart.
 - To create a new favorite cart, select one or more items, give your Favorite cart a name then click Save
 - Add item to an existing cart, view your User Favorites, select the item(s) then click the Green + sign next to the Favorite's name
 - Items can be added to an existing cart direct from results
 - The red X will permanently delete your Favorite cart: to remove items from a User Favorite, select the user cart created, then click the red X at the item level
 - Simply add your search results to Favorites, you do NOT need to add items to your shopping cart before adding to Favorites
8. Order Pad is a fast order method that allows you to choose a supplier from the dropdown and then type in the part # and quantity.

ePS Marketplace QRG

Frequently Ordered

The Frequently Ordered feature is a list that allows you to order from only the 100 most frequently purchased items from your location.

Within this list you can filter by category, part and description.
The latest order date for each item is displayed.

To add an item into your shopping cart from the Frequently Ordered list

- Enter the quantity next to the item(s) you want to add into your cart
- Select "Add to Cart"

Select the "Print" button to print the Frequently Ordered list.

Approvals Profile Suppliers Searches Reports Help Administration								
Items in Cart 0 Total:		<input type="text" value="Enter a keyword to search"/> <input type="button" value="SEARCH"/>		Return to Home Page	Favorite Cart	Frequently Ordered	Budget Amount: \$20,000.00 Spent Amount: \$425.00	
ORDER PAD TOP ITEMS								
FREQUENTLY ORDER TOP 100							Print	Add to Cart
Category ▲	Part ▲	Description ▲	Prev Price	Qty	Prev Ord Qty	Prev Ord Date		
Ear plugs	19025001	Ear Plugs, Reusable; North Com-fit; Medium Size; Orange; Uncorded; Silicone Rubber; Triple-flange Design; Can be Sterilized in 1/PR	\$1.70	<input type="text" value="0"/>	3	02/04/2014		
Ear plugs	19025006	Ear Plugs; Reusable; North; Com-Fit; Small Size; Braided Nylon Cord; Silicone Rubber; Sterile in Boiling Water or Alcohol; Inse 1/PR	\$1.43	<input type="text" value="0"/>	1	02/04/2014		
Elastic Bandages	80856	MooreBrand Elastic Bandages with Clip Closures 4" x 4.5 yds	\$4.18	<input type="text" value="0"/>	1	02/13/2014		
Emergency medical services first aid kits	19027202	Bandages, Adhesive; American White Cross; Stretch fabric; For all-purpose protection; Latex free; Strip, 3/4 x 3 in. 100/PK	\$6.45	<input type="text" value="0"/>	1	02/04/2014		
Facilities	AU-LP5555	CHAIN FALL INSPECTION TA S, SIGNS, SIGN, LABEL, LABELS,	\$0.48	<input type="text" value="0"/>	1	03/04/2014		
Footwear covers	19019575	Overshoe, Stretch; Norcross Safety Products; Servus; Lite n' Turf; Molded PVC plastic; With skid-resistant sol 1/PR	\$19.36	<input type="text" value="0"/>	1	03/04/2014		
Hot/Cold Therapy	81854	Economy Instant Ice Pack 5" x 7"	\$0.46	<input type="text" value="0"/>	1	02/04/2014		
Infection Control	92997	Hydrogen Peroxide 16 oz	\$0.45	<input type="text" value="0"/>	1	02/04/2014		
Office Supplies	112284	Swingline Chisel-Point Staples 1/4 5 000/Bx	\$0.37	<input type="text" value="0"/>	4	02/04/2014		
Office Supplies	123372	BIC Round Stic Ballpoint Pens Medium Point 1.0 mm Black Ink/Translucent Barrel 12/Bx	\$0.80	<input type="text" value="0"/>	10	02/04/2014		
Office Supplies	130575	Staples Refillable Handheld Tape Dispenser Smoke 1 Core	\$0.42	<input type="text" value="0"/>	4	02/04/2014		
Office Supplies	153858	Staples Insertable Reference Dividers 5-Tab Clear 9 x 11	\$0.89	<input type="text" value="0"/>	10	02/04/2014		
Office Supplies	164566	Acme Westcott Office Ruler with Metal Edge 12 Natural Finish	\$0.21	<input type="text" value="0"/>	1	02/04/2014		
Office Supplies	271973	Staples Retractable Heavy-Duty Utility Knife Black 6 1/5	\$1.73	<input type="text" value="0"/>	4	02/13/2014		
Office Supplies	317313	Staples Staple Remover	\$1.79	<input type="text" value="0"/>	5	02/13/2014		

For additional Assistance please contact ePS Support 855-690-3774 or epshelp@eprovcs.com

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Punchout

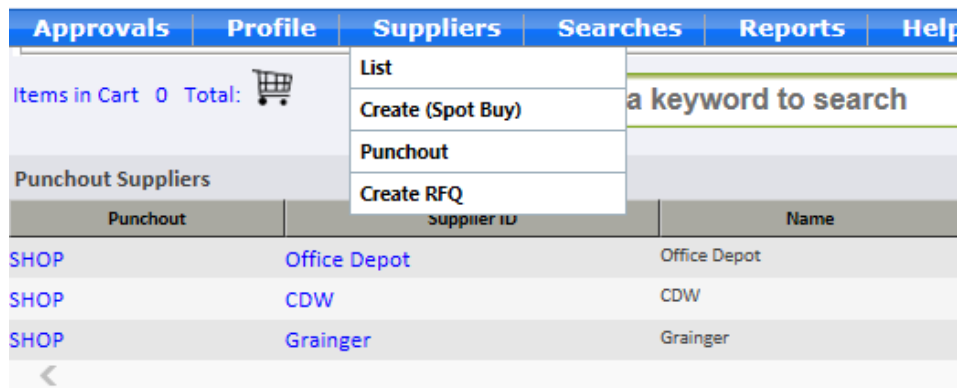
The Punchout function allows you to shop in a specific supplier's environment, with pricing set up especially for your company.

To access your supplier's punchout site you may...

A. Click on your preferred supplier's logo on the homepage. It will direct you to that supplier's online catalog.



B. Move your mouse over the supplier's tab on the home page, select Punchout, and then click [SHOP](#) next to your desired punchout supplier



- Click on the supplier of the online catalog you wish to access.
- Once you are in the punchout you will be able to search for items and add them to your shopping cart.
- You will need to transfer your items back to the ePS Marketplace checkout screen.
- Each punchout supplier's site is different. Most have a button to "checkout", "confirm order", "transfer cart" or "submit".
- Follow the prompts to transfer the items back to the ePS Marketplace checkout screen.
- Once the items are in your Marketplace checkout screen your items will be saved there until you checkout or remove the items from your shopping cart.

ePS Marketplace QRG

Spotbuy

The spotbuy order method is used when the item you wish to purchase is not within the hosted catalog or supplier's punchout site. Part number & price must be known.

To access the spotbuy function, go to the supplier's tab and select "Create (Spotbuy)".

- The Spotbuy order method is used when the item you wish to purchase is NOT within the hosted catalog or one of the punchout supplier's sites.
- To create a spotbuy item you will need to make sure the supplier can fulfill the item and the price entered is a price the supplier agrees to.
- To create a spotbuy item you will need to complete the following fields:
 - Supplier
 - Part #
 - Quantity
 - UOM (unit of measure)
 - Price
 - Description
- Then click add to cart

Spot Buy								
- Required: A Manufacturer Part ID and Manufacturer Name OR a Part ID.								
Select	Supplier *	Supplier Part ID *	Manufacturer Part ID *	Manufacturer Name *	Qty *	UOM *	Your Price *	Description *
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

- If you do not know the supplier and/ or price, use the request for quote (RFQ) function.

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Create RFQ (Request for Quote)

You would request a quote from a supplier if the item is not within the hosted catalog or supplier's punchout site; where the part information & price are unknown

To access the RFQ function click on the Quick Connect "Create RFQ" button
Or
Click on the suppliers tab and select Create RFQ.




- Fill in all required fields (*) signified with an asterisk. You may add the email addresses of Additional non ePS Suppliers that are not listed.
- Enter the required information for the line items. (Note: Provide as many details as possible in this section; doing so will allow the most accurate feedback with the fastest turnaround time).
- Check the boxes for each line item if you would like the item to be considered for the catalog OR if a substitute would be acceptable.
- Hit Submit once you are complete and the RFQ will be sent to the selected suppliers.
- When the supplier responds accepting or declining your request, you will receive an email notification.
- If the supplier responds providing quoting information, you will be able to add this item to your cart.

Supplier Part ID	Part Description*	Manufacturer	Manufacturer Part ID	Qty*	UOM*	Part Note	Item to be considered for Catalog	Substitute Acceptable
							<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
							<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
							<input type="checkbox"/> Yes	<input type="checkbox"/> Yes


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Checking Out

- Click [Items in Cart](#) at the top of the ePS Marketplace
- You may be required to enter your cost center and account code; select your Cost Center and Account Code for each line item and click “Checkout”.
- Fill in all required fields (*) signified with an asterisk
- Payment Type ID
 - ❖ Creditline
 - ❖ Credit Card Preloaded: Select your credit card ID
 - ❖ Credit Card at Checkout: Select the credit card type and enter your credit card number and expiration date.
- Select Complete Checkout
- Confirm Cart and Shipping details then click “Submit”.
- A requisition and/or a requisition and a purchase order will be generated.
 - ❖ If your requisition is within the approval limit, then a purchase order will be immediately generated.
 - ❖ If the requisition is above your approval limit, the order will be escalated to your approver for approval in addition to an email notification.
 - ❖ Once your approver approves or rejects the requisition you will receive an email notification of the status.
- Shipping Policy: Please note that the shipping policies for suppliers can be viewed in a pdf document by selecting the  button. This button may also be displayed on the homepage.

CHECKOUT DETAILS
*-Required.

 **Shipping Policies**
CHECKOUT

Shipping Info

ShipTo Attention:

Shipping Address ID: *

Street1: 801 E 154TH ST

Street2:

City: DOLTON

State: ILLINOIS

PostalCode: 60419

Billing Info

Buyer Contact: Wakeba Reid

Billing Address ID: *

Street1: 801 E 154TH ST

Street2:

City: DOLTON

State: ILLINOIS

PostalCode: 60419

Payment Info

Payment Type ID: *

Name On Card: * Street 1:

Credit Card Type: * City:

Card Number: * State/Province:

Expiration Date: * Zip/Postal Code:

Additional Info

External PO Number:


Ship Via:

Alternate Email:

Note To Approver:

Note To Supplier:

Line Items Info

Part	Description	Unit Price	UOM	Qty	Account Code	Cost Center	Required Date	Sub Total
Flat Coin Wrappers	Flat Coin Wrappers	\$3.50 USD	PK	1000			04/09/2013 	\$3,500.00
Total:								\$3,500.00

CHECKOUT

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APPROVING REQUISITIONS

Requisition IDs are escalated when a user creates an order above the user's approval limit. When a Requisition ID is escalated to the approver, an email notification is sent to the approver.

To approve a Requisition an approver will need to log into the ePS Marketplace, go to the Approvals tab and select "Requisitions". This displays all Requisitions waiting for approval.

To Approve/Reject a Requisition

Select the box next to the appropriate Requisition ID and select APPROVE or REJECT.

When A Requisition is approved a purchase order number is assigned to the order and sent Office Depot to be filled.

An email notification will be sent to the user indicating their Requisition has been approved or rejected.

Select	Submission Date	Requisition ID	Cost Center ID	Buyer Name	Approver	Required Date	Status	Total
<input checked="" type="checkbox"/>	2014-03-05 10:40:40.0	ePS-R-497		User, Albion (ACUser)	Approver, Albion (ACApprover)		Escalated	\$104.85
<input type="checkbox"/>	2014-03-05 10:42:21.0	ePS-R-498		User, Albion (ACUser)	Approver, Albion (ACApprover)		Escalated	\$114.03

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APPROVING REQUISITIONS (cont'd)

To Modify a Requisition

Click on the Requisition ID (This will take you to the Requisition ID Details screen)

Fields that may be modified per line include: quantity, cost center, and account code. Make any desired change, and then click SAVE.

An approver may also remove items from a Requisition by checking the delete box and selecting DELETE ITEM. (A comment must be entered in the comments field when deleting an item)

Select APPROVE to approve the Requisition or REJECT to reject a Requisition. An email notification of the Requisition status will be sent to the user.

Approvals | **Profile** | **Suppliers** | **Searches** | **Reports** | **Help**

Items in Cart 0 Total: [Return to Home Page](#) [Frequently Ordered](#) Budget Amount: \$100,000.00
Spent Amount: \$289.78

SEARCH REQUISITIONS | **REQUISITION DETAILS** | CREATE REQUISITION

Requisition Details

Requisition ID	ePS-R-522	External Purchase Order ID	
Status	Escalated	Approver User ID	ePSApprover
Date Created	03/10/2014 2:25:26 PM	Created By User ID	ePSUser
Date Approved		Billing Address ID	ePS Procure Demo - Billing in Auburn Hills, Michigan
Shipping Address ID	ePS Procure Demo Customer in Auburn Hills, Michigan	Payment Type ID	Credit Line
Ship Via ID	Java Ship Via		
VW PO	<input type="text"/>		
Note to Supervisor			
Comments	<input type="text"/>		

Line Item Details

Part ID	Description	Qty	Currency	Your Price	Tax	Line Total	Req. Date	Purchase Order ID	Supplier ID	Cost Center ID	Account Code ID	Item Type	Delete	Reason
60A 130V [S4011]	60 Watt Standard Frosted for Restaurant Cans	<input type="text" value="5"/>	USD	\$0.29	N	\$1.45	03/11/2014		Regency Lighting PSP	Demo CC 456	Demost AC123		<input type="checkbox"/>	<input type="text"/>
60B10/C/BL/2PK/120 [13460]	60 Watt Torpedo Shape Bulb	<input type="text" value="4"/>	USD	\$0.59	N	\$2.36	03/11/2014		Regency Lighting PSP	Demo CC 456	Demost AC123		<input type="checkbox"/>	<input type="text"/>
cling12x12	12"x2" Clear Static Cling	<input type="text" value="10"/>	USD	\$9.75	N	\$97.50	03/11/2014		Paramount Signs & Graphix PSP	Demo CC 456	Demost AC123		<input type="checkbox"/>	<input type="text"/>

Total: \$101.31 (USD)