

## e-SHOP Reference Guide

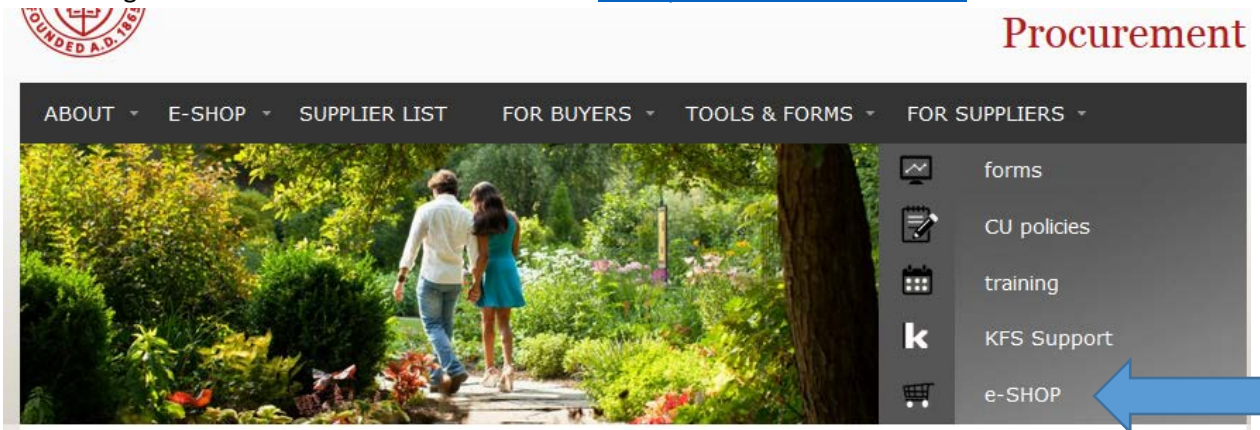
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## Login

There are several ways to access e-SHOP.

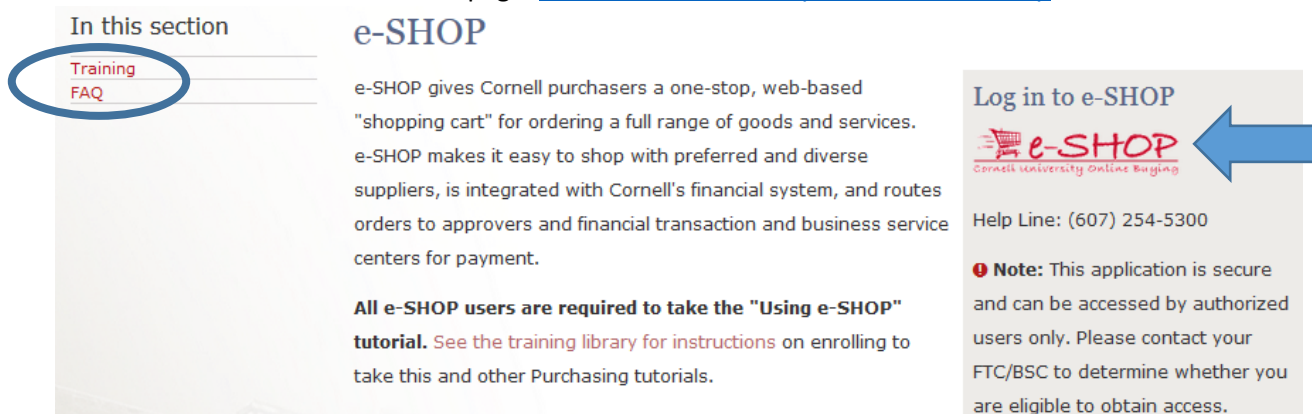
1. Bookmark the e-SHOP url: <https://kfs-prod.adminapps.cornell.edu/kfs/portal.do?channelTitle=e-SHOP&channelUrl=b2b.do?methodToCall=shopCatalogs>
2. Use the login link from the Procurement website: [www.procurement.cornell.edu](http://www.procurement.cornell.edu)



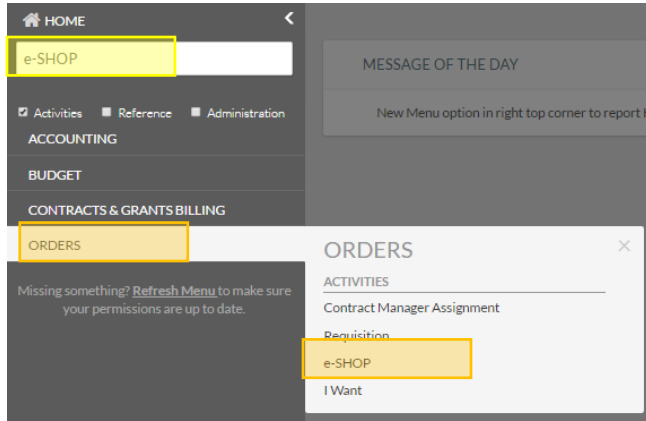
3. Use the login link from the Procurement Gateway: [www.gateway.procurement.cornell.edu](http://www.gateway.procurement.cornell.edu)



4. Use the link from the e-SHOP web page: [www.dfa.cornell.edu/procurement/e-shop](http://www.dfa.cornell.edu/procurement/e-shop)



5. Use the e-SHOP login link from the KFS Main Menu.



### e-SHOP Home Page

The suppliers on the e-SHOP home page are arranged by showcase or product grouping with three exceptions. The first three showcases features Local, Diverse, and On Campus suppliers. The showcases then are sorted by most frequently used items, such as Office Supplies, General lab supplies, Lab equipment and instruments, Life science supply, etc.

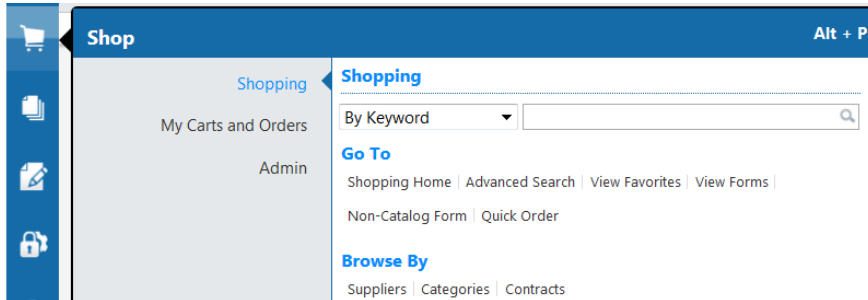
### Understanding the Icons

Menu options are grouped by related task, i.e., shopping tasks, document related task.

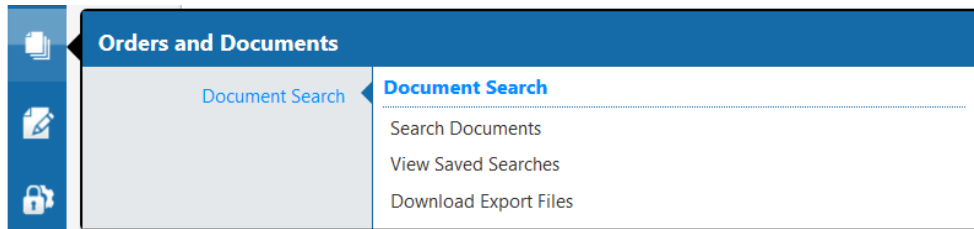


**Shop** – contains the options related to shopping tasks including product quick search, access to the shopping page, forms, favorites, and access to carts and orders.

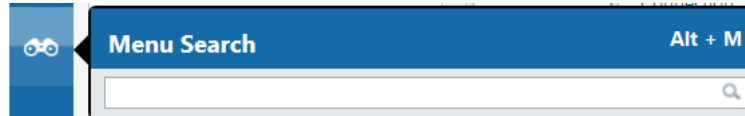
- Shopping – This quick search allows you to do a simple item search by keyword, catalog number or CAS number.
- My Carts and Orders – You can access your active cart, draft carts, or view recent orders from this sub-menu.
- Admin – The sub-menu contains options to manage carts assigned to you or that you have assigned to others.



Orders and Documents – items related to Document Search and Approvals are located here.

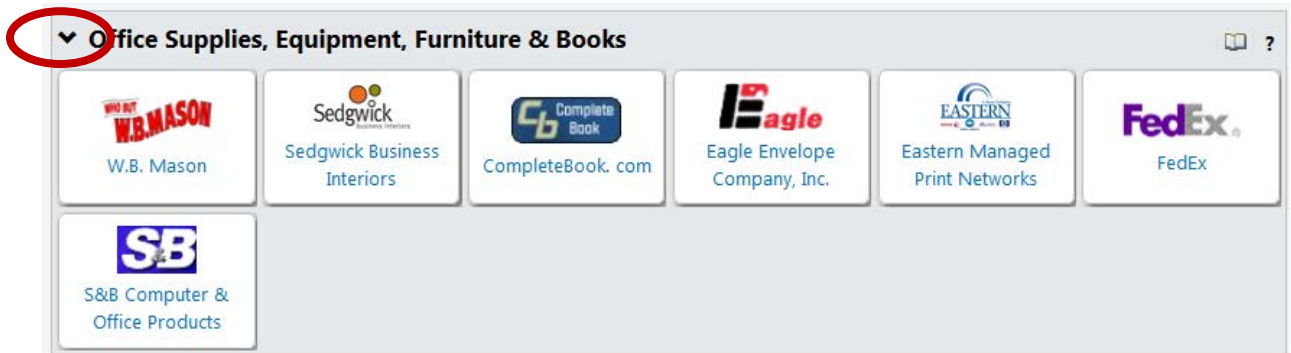


Search (bottom of the page)

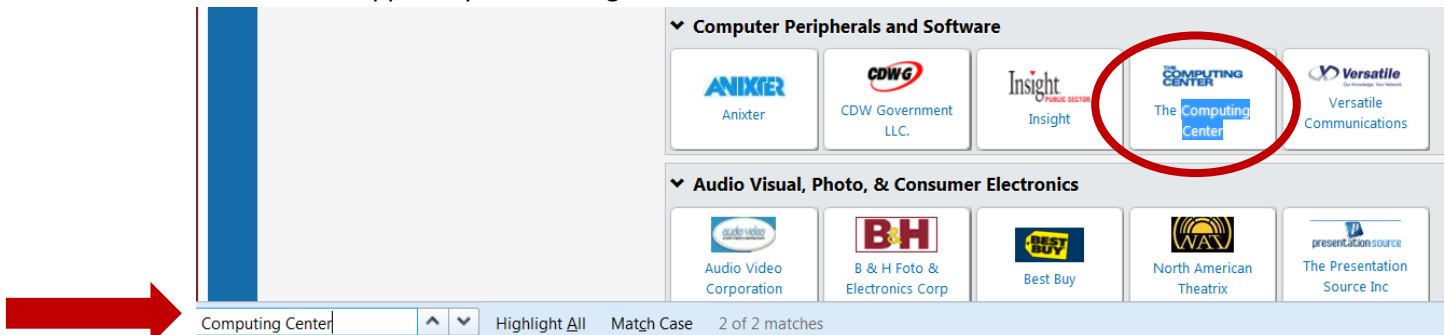


Tips for Navigating the Home Page

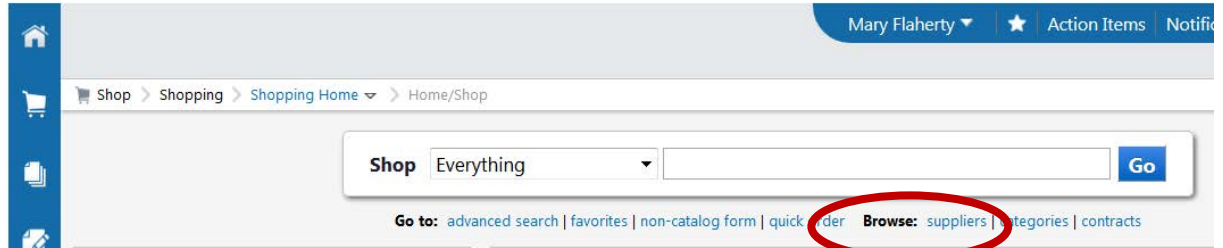
1. Close showcases that you don't use. To close a showcase, simply click on the chevron.



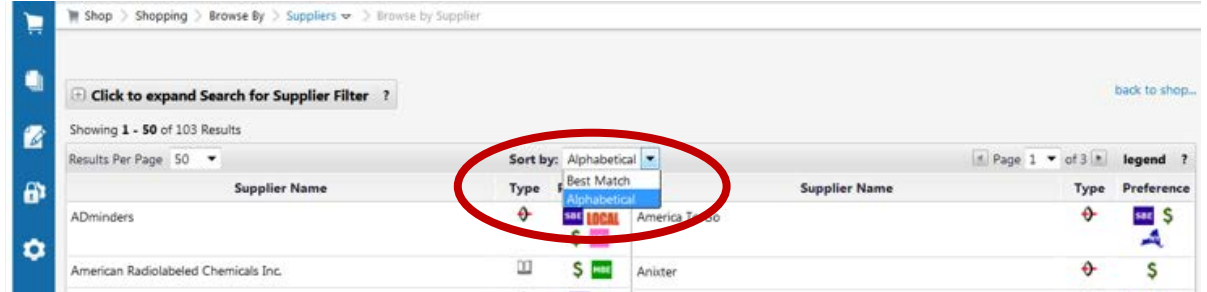
2. Search for a supplier by name using the <Control> "F".



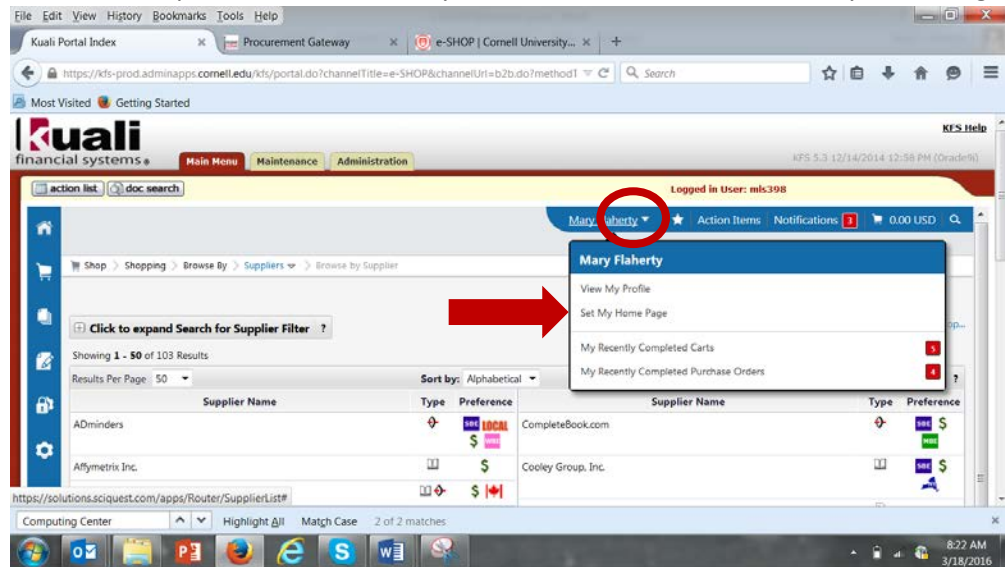
3. Use the alphabetical supplier listing
  - a. Select "Browse: suppliers" from top of the Home page



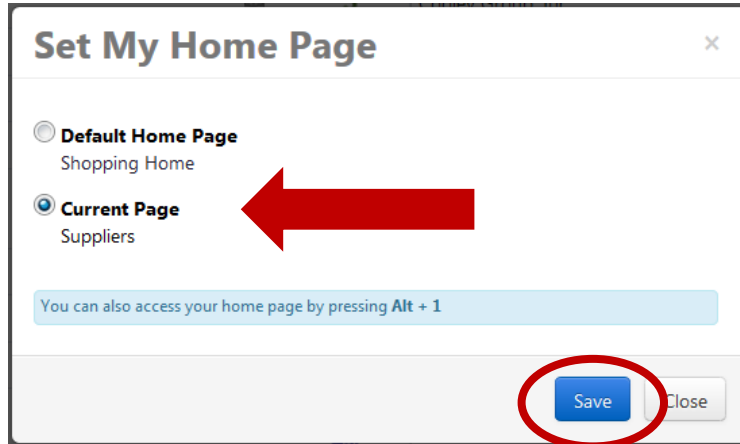
- b. From the drop down menu, select "Sort by: Alphabetical"



4. Change your home page to the alphabetical supplier listing
  - a. Select the drop down arrow next to your name and then select "Set My Home Page"

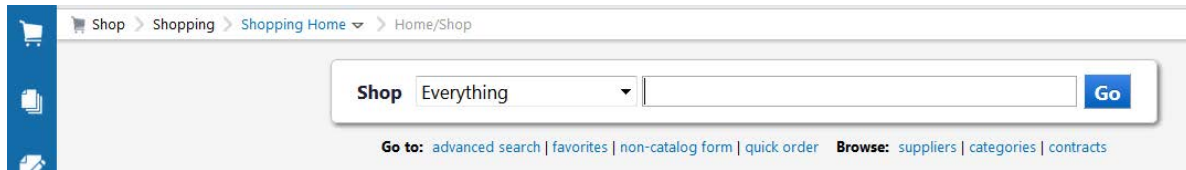


b. Click “Current Page” and then click “Save”



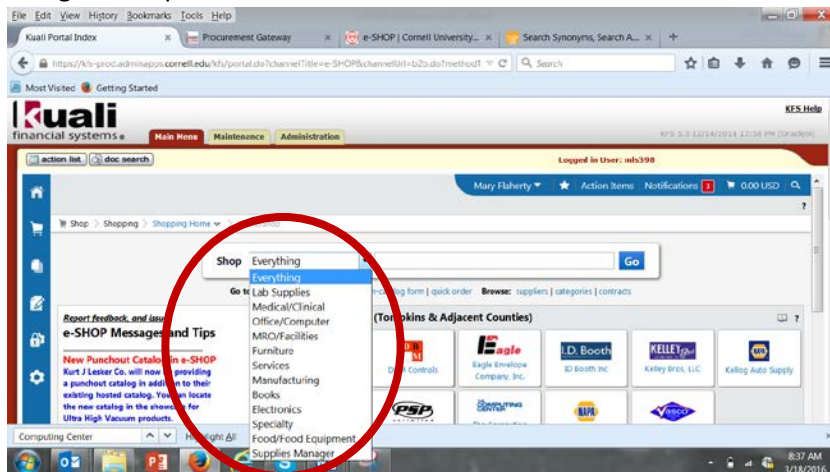
## Using the Search Feature in e-SHOP

The e-SHOP search engine exams all of the supplier hosted catalogs within e-SHOP for a potential match. You can refine your search and compare items using the e-SHOP search engine.



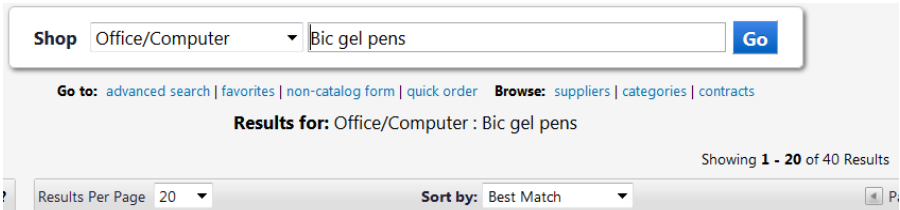
## Basic Search

The basic search allows you to type in an item and click “Go” or to refine your search by limiting the categories explored.

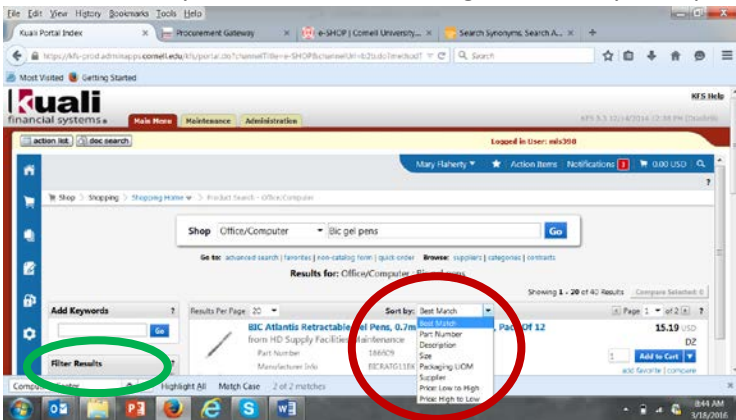




1. Use the simple search to find a specific item, such as Bic gel pens”



2. You can refine your search results using the “Sort by:” drop down menu (red circle below)



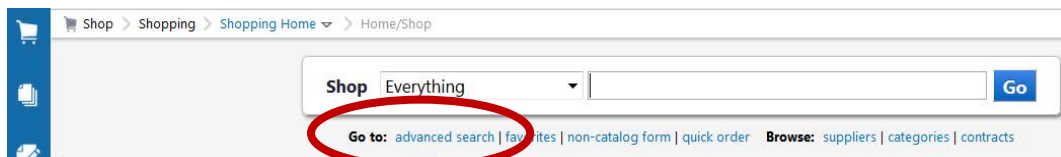
3. You can also refine your search results by using the Filter Results options (green circle above). These filter options include supplier, supplier diversity classification, product category, package size, and manufacturer.



## Advanced Search

The advanced search feature allows you to begin narrowing your results by using more precise search criteria initially. You will still have the ability to further refine the search results with the Filter functions.

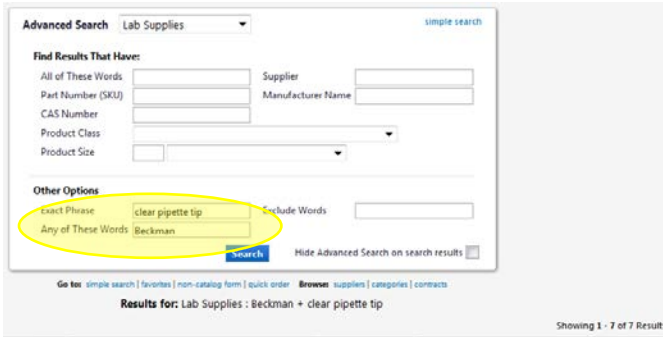
1. Select “advanced search” from the Shopping home page



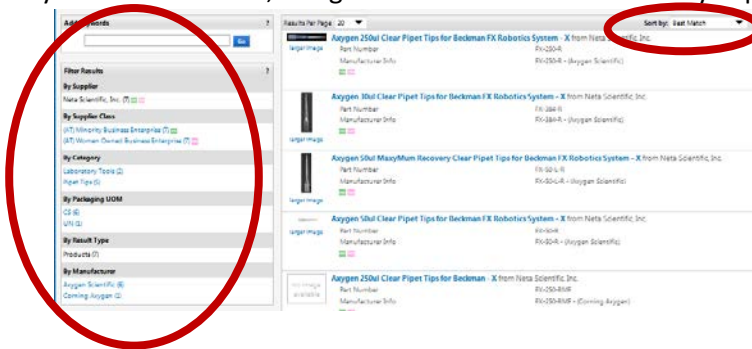
2. Enter your search criteria. Be specific when entering criteria. For example:  
 Entering “pipette”, returns 4,000+ results  
 Entering “pipette tip”, returns 2,410 results

Entering “clear pipette tip”, returns 201 results

Entering “clear pipette tip” and “Beckman”, returns 7 results



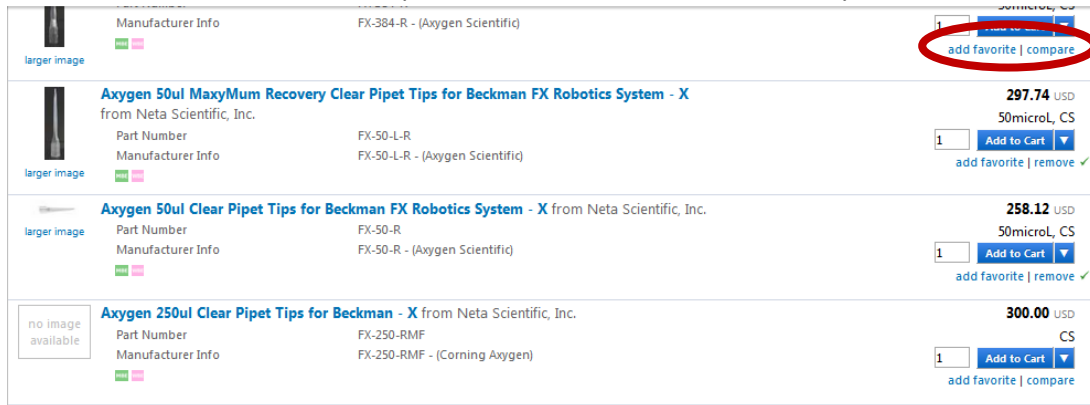
3. Refine your search results, using the “Filter Results” or “Sort by” options available



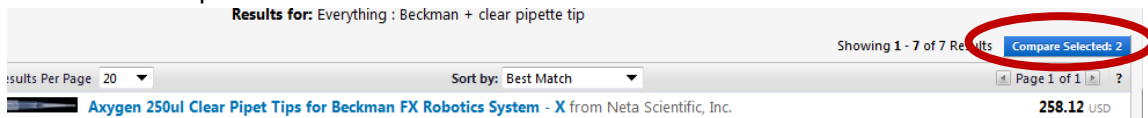
### Comparison Feature

You may use the Comparison feature to review the search results by lead time, shipping method, manufacturer, image url, part numbers, product size, etc.

1. In the search results, select “compare” next to the items that interest you

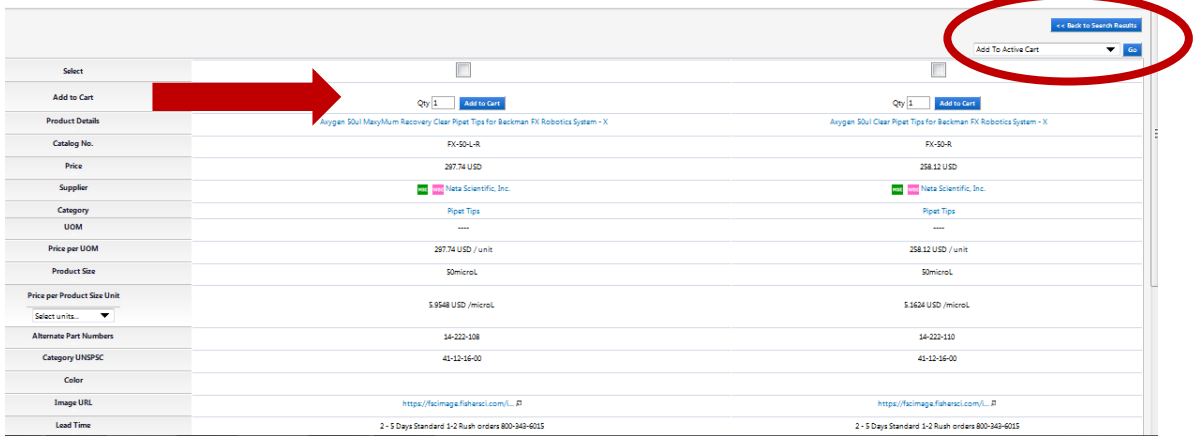


2. Then click “Compare Selected”





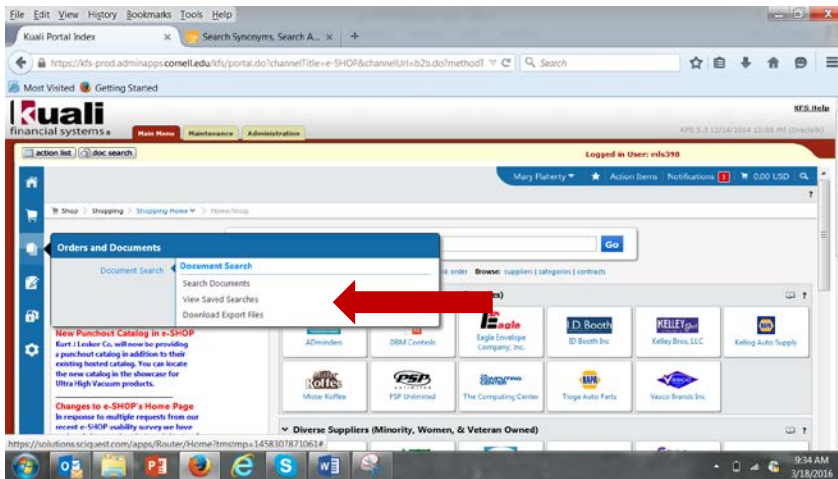
- From the comparison screen, you can add items to your shopping cart or return to search results.



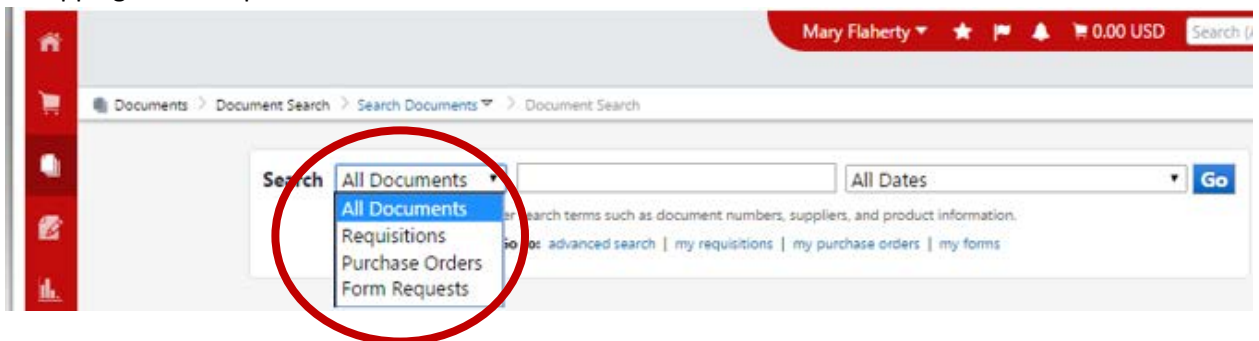
### Search your order history

You may use the Search Documents to find old orders or check order status.

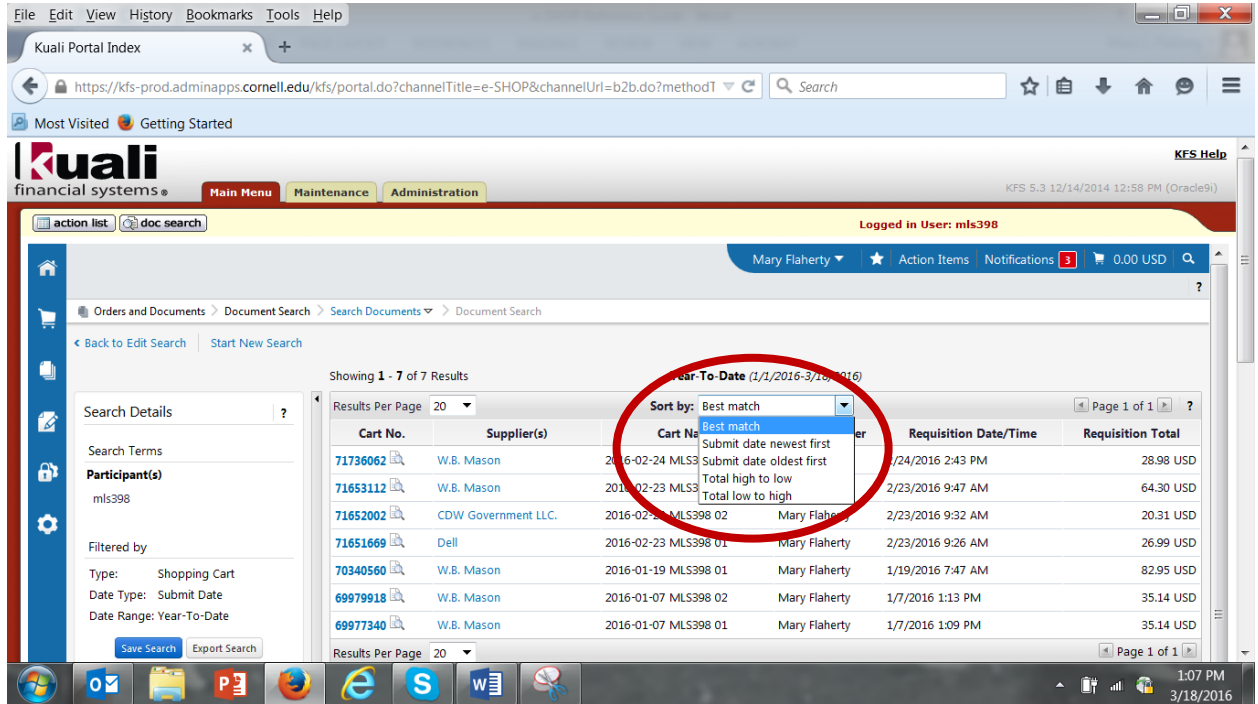
- From Orders and Documents, select “Search Documents”



- From the drop down menu, you may search “all documents or narrow the results by selecting “shopping cart” or “purchase orders”.



- The screen contains numerous filters to narrow results, such as date range, requestor, supplier, product description or SKU, product flags (recycled, green, energy star, etc.), workflow status, supplier status, and more. You may also sort your search results.

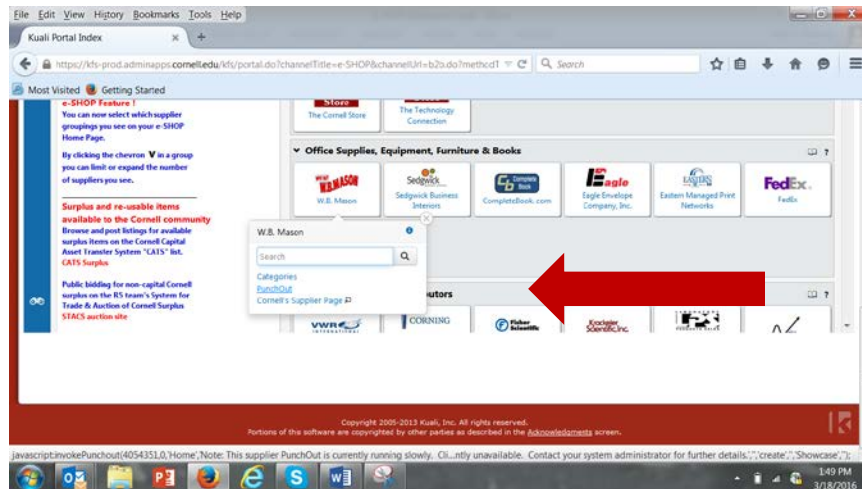


## Ordering in e-SHOP

You may use e-SHOP to create a shopping cart using a supplier’s punch-out site or hosted catalog or by submitting a non-catalog order form.

## Ordering from a punch-out site

Find the vendor on the e-SHOP home page and click on the vendor’s logo. From the drop down menu, select “PunchOut.”

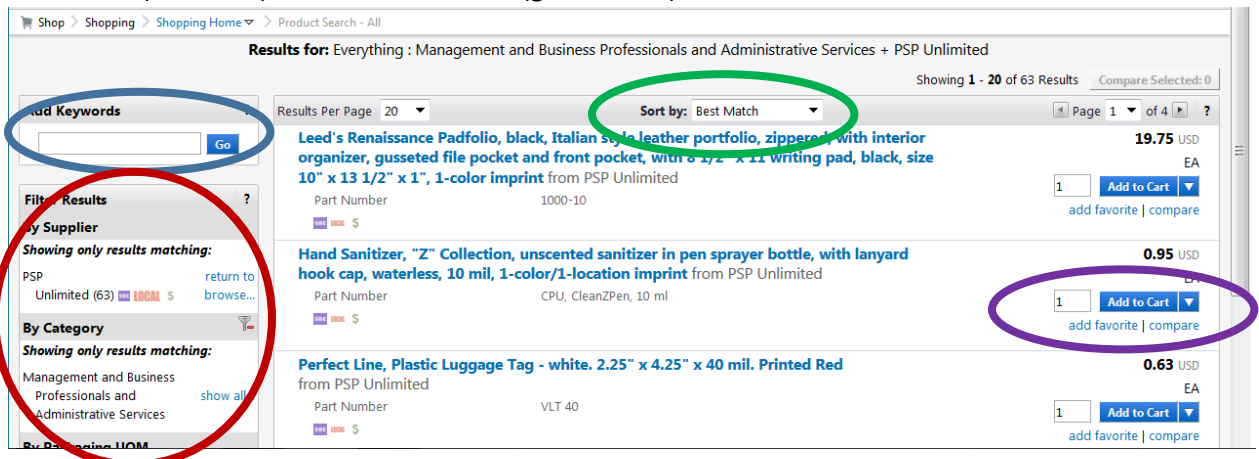


1. Select items and add to your shopping cart
2. View cart and edit or update, if needed
3. Follow supplier’s instructions to check-out or submit cart
4. Continue with Completing the Order in e-SHOP below

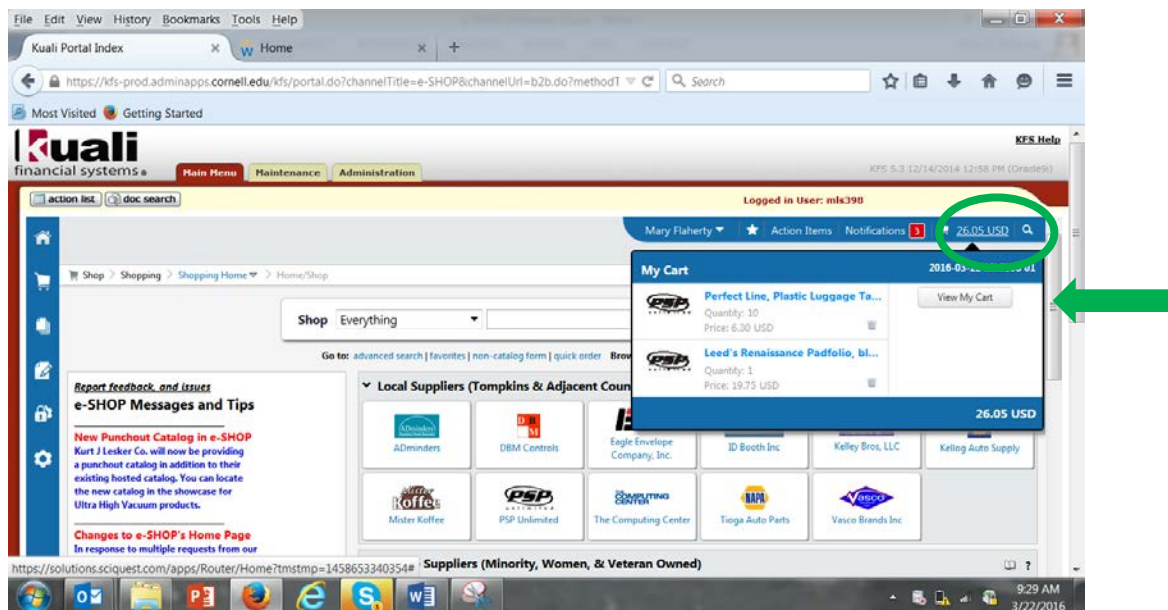
### Ordering from a hosted catalog

A hosted catalog is a listing of suppliers goods in a spreadsheet type format.

1. Select your supplier.
2. A listing of the supplier’s goods will be presented. You may search by keyword (blue circle), filter the results (red circle), or re-order the sort (green circle).



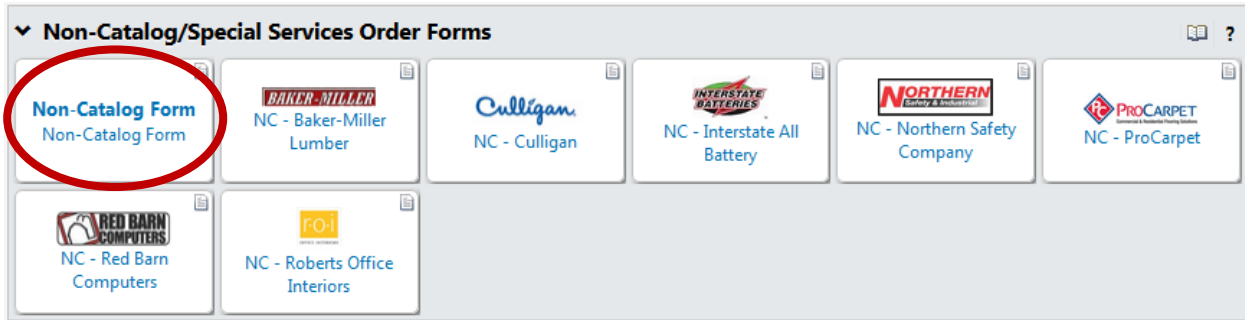
3. Update the quantity and click the “Add to Cart” button (purple circle)
4. When you have finished adding items to your cart, click the active cart button at the top of the page (green circle below) and select View My Cart (green arrow)



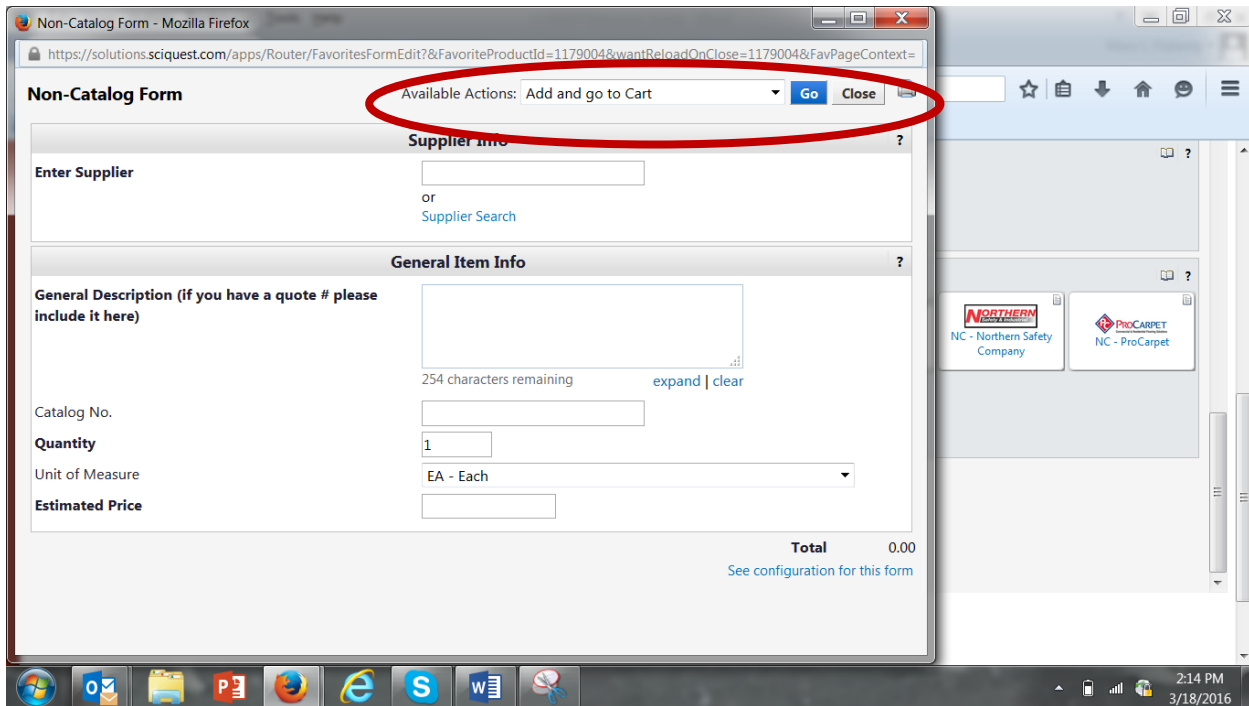
5. Continue with Completing the Order in e-SHOP below

### Ordering with the non-catalog order form

1. Select the form from the bottom of the shopping home page.



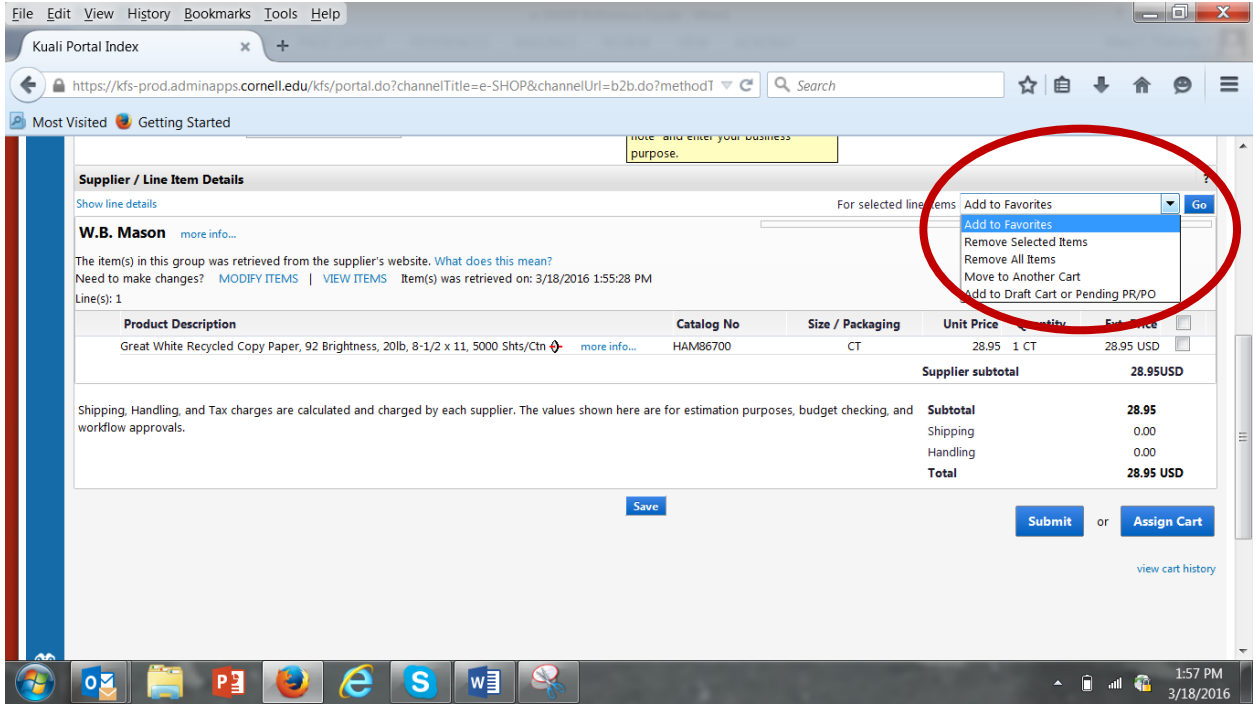
2. Complete the form and select "Add and go to Cart" and click "Go".



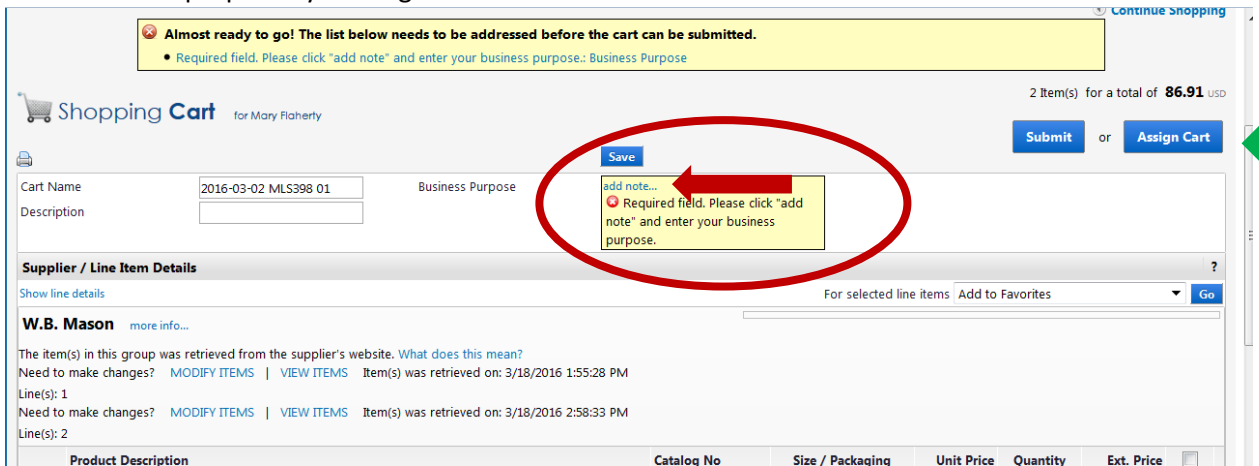
3. Continue with Completing the Order in e-SHOP below

### Completing the order in e-SHOP

1. Review the items in your cart
2. Remove items if necessary by selecting the check box (red arrow). Select the appropriate action (red circle), and click "Go". Please note a few suppliers may require you that you return to punch-out site to modify items.



3. Enter business purpose by clicking “add note”



4. Depending on the e-SHOP user role assigned by your FTC/BSC, you may either Submit or Assign the Cart (green arrow above).
  - a. Assigning the Cart
    - i. Click Assign Cart

- ii. Select “Search for an assignee”

**Assign Cart**

Selected Assignee: -

Assign Cart To: [Search for an assignee](#)

Note To Assignee:

- iii. Enter the NetID and click the “Search” button

https://solutions.sciquest.com/apps/Router/GenericUserSearch?Tmstmp=145832777237268&returnFunction=setN

**User Search**

Last Name

First Name

UserID

Email

Department

Results Per Page

- iv. From the search results, click “[select]”

Results Per Page  **Users meeting the search criteria: 1** Page 1 of 1

Name	User Name	Email	Phone	Action
Aumick, Natasha	NLG6	nlg6@cornell.edu	+1 (607) 255-5039	<input type="button" value="[select]"/>

- v. If you will always assign the cart to the same person, click the box next to “Add to Profile. Otherwise, click the “Assign” button.

**Assign Cart**

Selected Assignee: Natasha Aumick

Assign Cart To: [Search for an assignee](#)

Add to Profile

Note To Assignee:



vi. You will receive confirmation that your cart was assigned

Shop > My Carts and Orders > Open My Active Shopping Cart > Assigned - Draft Cart

**Cart Assigned**

**Next Steps**  
 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 the Document Search page

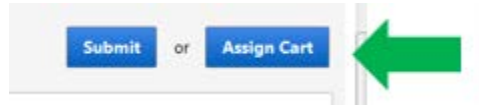
- [Search for another item](#)
- [Check the status of an order](#)
- [Return to your home page](#)
- [Create new draft cart](#)

**Requisition Summary**

Cart number	72000497
Cart name	2016-03-02 MLS398 01
Cart total	57.96 USD
Number of line items	1

b. Submitting the cart

- After completing steps 1 – 3 above, click “Submit”
- Your shopping cart will be transmitted into a KFS requisition for completion



Completing the KFS Requisition

1. Confirm the delivery address is correct

DELIVERY

FINAL DELIVERY

\* Delivery Campus: IT - Ithaca

\* Delivery To: Flaherty, Mary Lourdes

Building: East Hill Office Building **Building Not Found**

\* Phone Number: 607-255-5645

\* Address 1: 395 Pine Tree Rd

\* Email: mls398@cornell.edu

Address 2:

\* Room: 330

\* City: Ithaca

State: NY

Postal Code: 14850

\* Country: United States

2. Add the billing account information

ITEMS

Setup Distribution Remove Accounts From All Items Remove Commodity Codes From All Items

Expand All Accounts Collapse All Accounts

CURRENT ITEMS

ITEM TYPE	QUANTITY	UOM	CATALOG #	COMMODITY CODE	DESCRIPTION	UNIT COST	EXTENDED COST	ACTIONS
Qty	1.00	CT CARTON	HAM86780	1411 Printer or cop.	Great White 50 Recycled Copy Paper, 20-lb., 8-1/2 x 11, White, 5000/Carton	28.98	28.98	
e-Shop Flags	None							

1

- a. If there is only one line item or you are billing line items to multiple accounts, you can click “Show” Accounting Lines (blue arrow above) and enter the information here.

CURRENT ITEMS

ITEM TYPE	QUANTITY	UOM	CATALOG#	COMMODITY CODE	DESCRIPTION	UNIT COST	EXTENDED COST	ACTIONS
Qty	1.00	CT CARTON	HAMS6780	14111507	Great White 50 Recycled Copy Paper, 20-lb., 8-1/2 x 11, White, 5000/Carton	28.98	28.98	

e-Shop Flags: None

Favorite Account:

*CHART	*ACCOUNT NUMBER	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	PERCENT	AMOUNT	ACTIONS
IT Ithaca Campus	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	100.00	<input type="text"/>	

- i. Enter the Account Number and Object Code
- ii. To search for an object code, click the magnifying glass icon (green arrow above)

Object Code Lookup

\* Fiscal Year:  Chart Code:

Object Code:  Object Code Name:

Object Code Short Name:  Level Code:

CG Reporting Code:  Object Type Code:

Object Sub-Type Code:  SUNY Object Code:

Financial Object Code Description:  Historical Financial Object Code:

Budget Aggregation Code:  Active Indicator:  Yes  No  Both

1. Enter search criteria using wildcard (\*) before and after, hit the “search” button. Or you may just hit the “search” button.
2. Click “return value” to update the KFS requisition with the object code

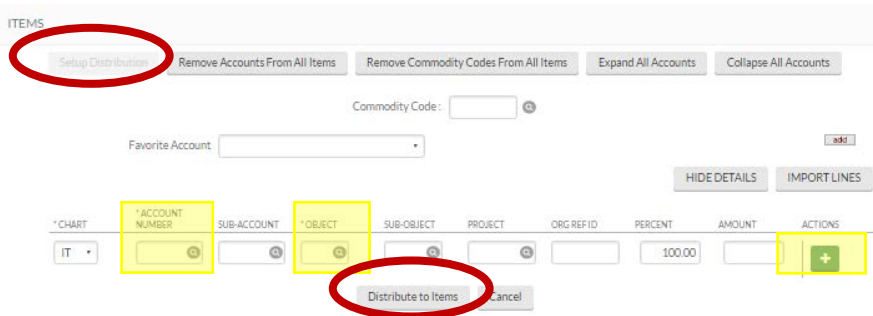
Search Results 1-17 of 17

Return Value	Fiscal Year	Chart Code	Object Code	Object Code Name	Level Code	CG Reporting Code	Object Type Code	SUNY Object Code	Financial Object Code Description	Active Indicator
return value	2017	IT	1405	Inventories - Supplies	INVT	UNAS	AS		A current asset whose ending balance should represent the supply cost...	Yes
return value	2017	IT	6500	Supplies - Classroom	SMAT	06SM	EX		Expenditures for classroom supplies and materials. Use: Includes audio...	Yes
return value	2017	IT	6505	Interdept Supplies & Materials	SMID	06SM	EX		Any interdepartmental supplies and materials not coded to 6545. Use: S...	Yes
return value	2017	IT	6510	Supplies - Farm and Garden	SMAT	06SM	EX		Expenditures for farm and garden supplies and materials, including fer...	Yes
return value	2017	IT	6520	Supplies - Hospital and Clinical	SMAT	06SM	EX		Expenditures for hospital and clinical supplies and materials, includ...	Yes
return value	2017	IT	6530	Supplies - Custodial and Housekeeping	SMAT	06SM	EX		Expenditures for housekeeping supplies and materials, including bedlin...	Yes
return value	2017	IT	6540	Supplies - Lab/Project	SMAT	06SM	EX		Expenditures for laboratory supplies and materials, including animals ...	Yes
return value	2017	IT	6550	Supplies - Office	SMAT	06SM	EX		Expenditures for office supplies and materials, including staplers, pe...	Yes
return value	2017	IT	6555	Supplies - Other	SMAT	06SM	EX		Expenditures for any other supplies not included in 65xx descriptions...	Yes
return value	2017	IT	6560	Supplies - Durable	SMAT	06SM	EX		Expenditures for supplies with a useful life of two or more years and...	Yes
return value	2017	IT	6561	Supplies - Equip L/T Cap Threshold	SMAT	06SM	EX		Equipment purchased that costs less than the capital threshold but is...	Yes

- iii. Click the “add” button (blue arrow below)

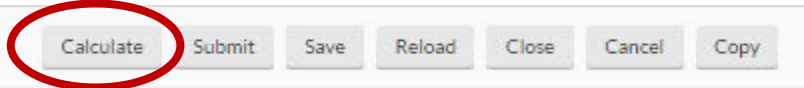
*CHART	*ACCOUNT NUMBER	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	PERCENT	AMOUNT	ACTIONS
IT Ithaca Campus	G264700 PROCUREMENT SERV...	<input type="text"/>	6550 Supplies - Office	<input type="text"/>	<input type="text"/>	<input type="text"/>	100.00	<input type="text"/>	

- b. If there are multiple line items being billed to the same account, you can select “setup distribution”.

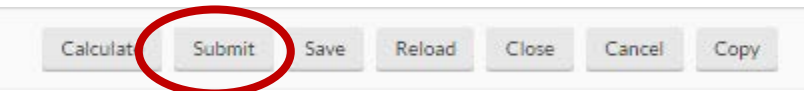


- i. Enter the Account Number
- ii. Enter the Object Code
- iii. Click the “add” button
- iv. Click the “distribute to items” button

- 3. Click the “calculate” button



- 4. Click the “submit” button

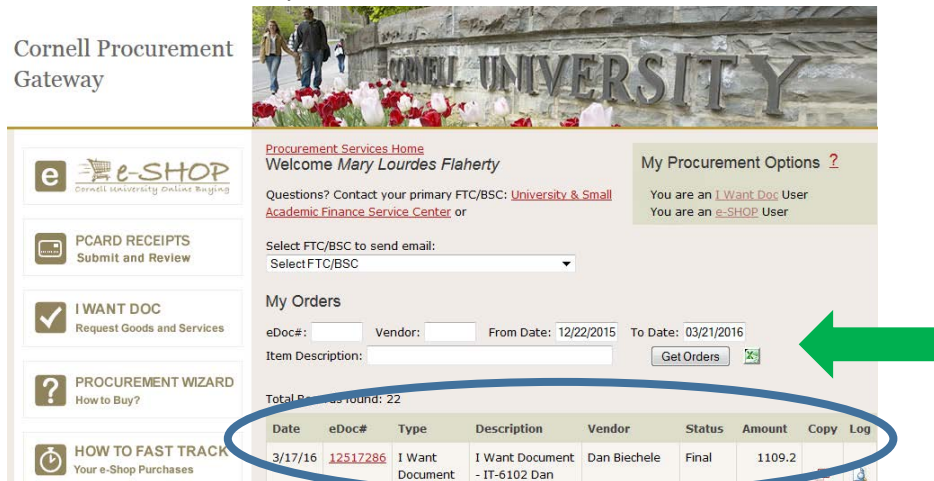


Checking order status

You can check your order status in the Procurement Gateway, KFS, or e-SHOP.

Checking order status – Procurement Gateway

- 1. Login to the Procurement Gateway at [www.gateway.procurement.cornell.edu](http://www.gateway.procurement.cornell.edu)
- 2. Scroll down to view “My Orders”



You can view your orders (blue circle) or search for a particular order (green arrow).








Checking Order Status – KFS

1. Login to KFS at <https://kfs-prod.adminapps.cornell.edu/kfs/portal.jsp>
2. Click the “doc search” button at the top of the screen



3. Enter search criteria and click the “search” button

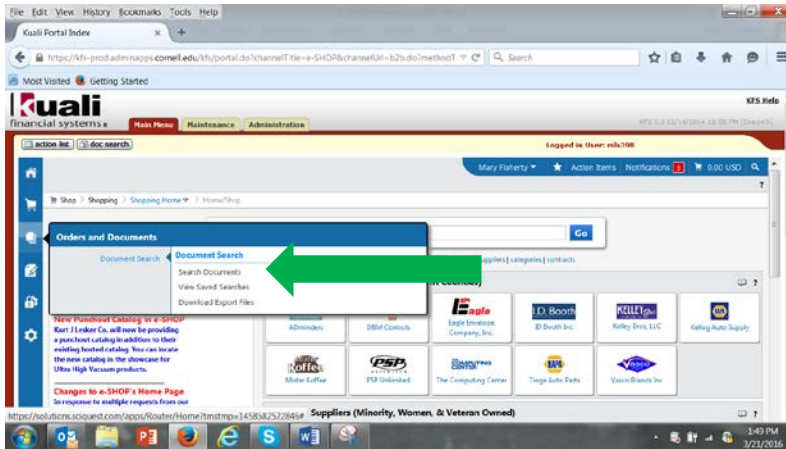
4. The search results will include document type (I Want Doc or Requisition), Status, Create Date, and Route Log. Click on the “Route Log” icon for more information.

Document Id	Document Type	Title	Status	Initiator	Date Created	Route Log
<a href="#">16621136</a>	Requisition	Requisition - 2017-02-14 MLS398 02	SAVED	<a href="#">Flaherty, Mary Lourdes</a>	02/14/2017 01:26 PM	
<a href="#">16621133</a>	Requisition	Requisition - 2017-02-14 MLS398 01	CANCELED	<a href="#">Flaherty, Mary Lourdes</a>	02/14/2017 12:45 PM	
<a href="#">16602368</a>	Requisition	Requisition - 2017-02-03 MLS398 01	FINAL	<a href="#">Flaherty, Mary Lourdes</a>	02/03/2017 03:28 PM	
<a href="#">16537905</a>	Vendor	Edit VendorDetail - Add contract for testing	FINAL	<a href="#">Flaherty, Mary Lourdes</a>	01/31/2017 10:37 AM	
<a href="#">16489144</a>	Requisition	Requisition - 2017-01-26 MLS398 01	FINAL	<a href="#">Flaherty, Mary Lourdes</a>	01/26/2017 03:54 PM	
<a href="#">16301309</a>	Vendor	Edit VendorDetail - Correct APO limit	FINAL	<a href="#">Flaherty, Mary Lourdes</a>	01/11/2017 11:23 AM	
<a href="#">16291705</a>	I Want Document	I Want Document - IT-6135 Verizon Wireless Services LLC	FINAL	<a href="#">Flaherty, Mary Lourdes</a>	01/10/2017 04:38 PM	

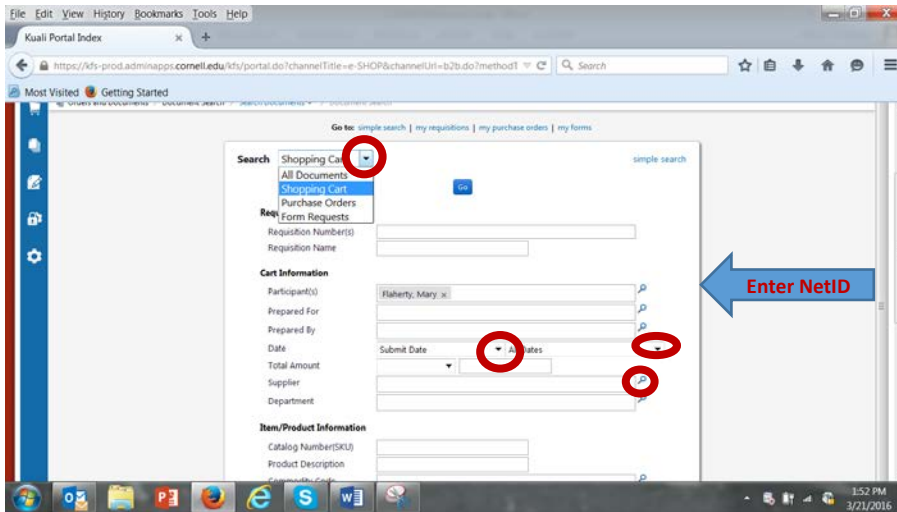
5. From the Route Log, you can view the order status

Checking Order Status – e-SHOP

1. Login to e-SHOP
2. From Orders and Documents, select “Search Documents”



3. Enter your search criteria. Use the drop down menus to narrow search results. Click “Go” button at bottom of screen.



Search Tips:

Use “Search Shopping Cart” if you are looking for an item that you ordered previously.  
 Use “Search Purchase Orders” if you want to check the status of an order.

4. View the “Search Shopping Carts” results. You may select the “Cart No.” to view the order details. You may also use this feature to “Copy a shopping cart” to begin a new order.

Showing 1 - 9 of 9 Results Year-To-Date (1/1/2016-3/21/2016)

Cart No.	Supplier(s)	Cart Name	Requisitioner	Requisition Date/Time	Requisition Total
72000497	W.B. Mason	2016-03-02 MLS398 01	Mary Flaherty	3/21/2016 1:48 PM	57.96 USD
72613711	W.B. Mason	2016-03-18 MLS398 01	Mary Flaherty	3/18/2016 3:14 PM	57.96 USD
71736062	W.B. Mason	2016-02-24 MLS398 01	Mary Flaherty	2/24/2016 2:43 PM	28.98 USD
71653112	W.B. Mason	2016-02-23 MLS398 03	Mary Flaherty	2/23/2016 9:47 AM	64.30 USD
71652002	CDW Government LLC.	2016-02-23 MLS398 02	Mary Flaherty	2/23/2016 9:32 AM	20.31 USD

5. View the “Search Purchase Order” results to check status of your order. Click on the “PO No.”

Showing 1 - 2 of 2 Results Year-To-Date (1/1/2016-3/21/2016)

Results Per Page: 20 Sort by: Best match Page 1 of 1 ?

PO No	Supplier	Creation Date/Time	Cart No.	Requisitioner	Supplier Status	PO Total
✓ 518974	W.B. Mason	2/23/2016 9:48 AM		Mary Flaherty	Sent	64.30 USD
✓ 506061	W.B. Mason	1/19/2016 7:48 AM		Mary Flaherty	Sent	82.95 USD



Click on the "PO Approvals" tab to view your order status.

Back to Search Results 1 of 2 Results

PO/Reference No. **518974 Revision 0**  
 Supplier **W.B. Mason**

Status Purchase Order Revisions **PO Approvals** Comments Attachments History

---

Submitted Revise PO Send PO to Supplier Completed

Mary Flaherty Completed ✓ Completed ✓ Completed ✓

2/23/2016 9:48 AM   2/23/2016 9:49 AM

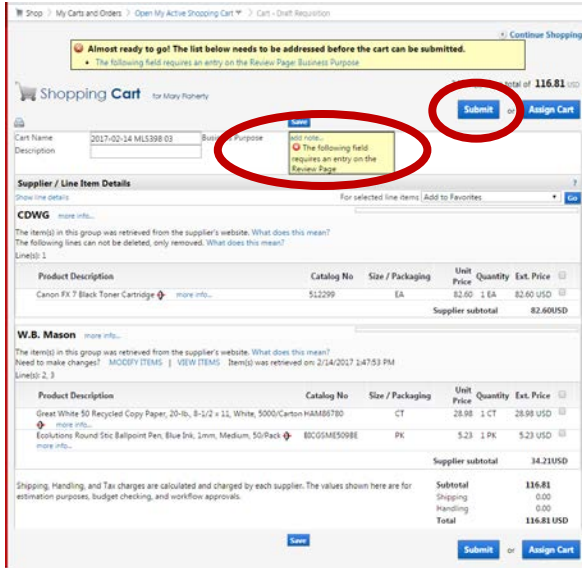
### Ordering from more than one vendor at a time

You may do all of your shopping using multiple vendors and submit only one shopping cart. A KFS requisition will be created for each vendor.

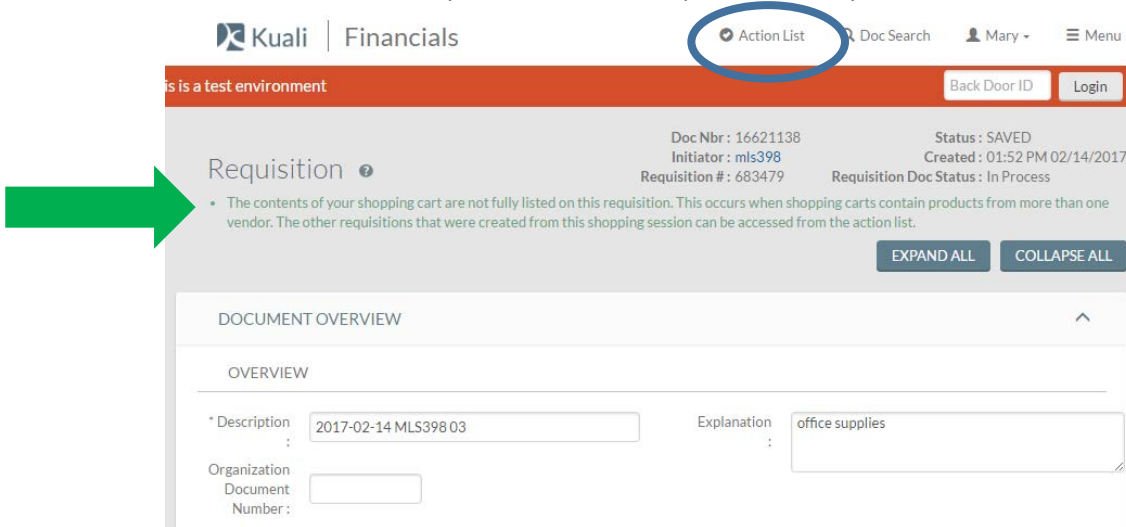
For example, you may order office supplies from W.B. Mason, return you cart to e-SHOP, and save it. Then you may continue shopping and order ink and toner from The Computing Center, return your cart to e-SHOP, and save it.

1. Select vendor, create shopping cart, submit cart and save cart
2. Repeat as needed
3. When you have completed your shopping, enter the business purpose and submit the shopping cart





- A KFS requisition will be created for each vendor and will be in your Action list. You will see a reminder note at the top of the first KFS requisition after you click submit in e-SHOP



- Check the delivery address, add the billing account, click calculate, click submit
- Then click the action list button (blue circle above)

Id	Type	Title	Route Status	Action Requested	Initiator	Delegator	Date Created	Group Request	Notes	Log
16621136	Requisition	Requisition - 2017-02-14 MLS398 02	SAVED, In Process	COMPLETE	Flaherty, Mary Lourdes		01:26 PM 02/14/2017			
16621140	Requisition	Requisition - 2017-02-14 MLS398 03	SAVED, In Process	COMPLETE	Flaherty, Mary Lourdes		01:52 PM 02/14/2017			

- Click on the "Id" number of the requisition you need to complete (red circle above).
- Check the delivery address, add the billing account, click calculate, click submit.

## Creating Favorite Shopping Lists

You may create personal shopping lists for frequently purchased items or for those items that you purchase once or twice a year. This tool allows you the flexibility to organize your shopping lists.

1. Create a shopping cart or copy from a previous cart
2. Select the items that you'd like to save in a shopping list by clicking the checkbox to the right of the price. Then select "Add to Favorites" and click "Go".

**Supplier / Line Item Details**

Show line details For selected line item: Add to Favorites

**W.B. Mason** [more info...](#)

The item(s) in this group was retrieved from the supplier's website. [What does this mean?](#)  
 Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 3/21/2016 2:54:42 PM  
 Line(s): 1, 2, 3, 4, 5

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>
Round Stic Ballpoint Stick Pen, Blue Ink, Medium, Dozen <a href="#">more info...</a>	BICGSM11BE	DZ	1.27	1 DZ	1.27 USD	<input type="checkbox"/>
Great White 50 Recycled Copy Paper, 20-lb, 8-1/2 x 11, White, 5000/Carton <a href="#">more info...</a>	HAM86780	CT	28.98	1 CT	28.98 USD	<input type="checkbox"/>
Glue Top Writing Pads, Legal Rule, Letter, White, 50-Sheet Pads/Pack, Dozen <a href="#">more info...</a>	UNV11000	DZ	4.33	1 DZ	4.33 USD	<input type="checkbox"/>
Original Pads in Canary Yellow, 5 x 8, Lined, 50/Pad, 2 Pads/Pack <a href="#">more info...</a>	MMM663YW	PK	1.91	1 PK	1.91 USD	<input type="checkbox"/>
Self-Stick Pop-Up Notes, 3 x 3, Yellow, 100 Sheets, 12/PK <a href="#">more info...</a>	MMM6549PUY	PK	2.37	1 PK	2.37 USD	<input type="checkbox"/>

3. You may edit the description or add a note or reminder

**Add Favorite**

Item Nickname \* Round Stic Ballpoint Stick Pen, Blue  
 Quantity \* 1  
 Description Card Programs preferred pen  
 473 characters remaining

W.B. Mason, Catalog No. HAM86780

Item Nickname \* Great White 50 Recycled Copy Paper  
 Quantity \* 1  
 Description For HP multi-function printer  
 471 characters remaining

W.B. Mason, Catalog No. UNV11000

Item Nickname \* Glue Top Writing Pads, Legal Rule, I  
 Quantity \* 1

4. Select an existing shopping list and Save changes or Create a new list

**Step 2: Select Destination Folder**

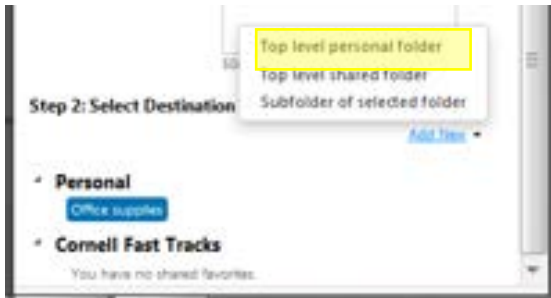
Add New

- Personal 
  - Office supplies
- Cornell Fast Tracks

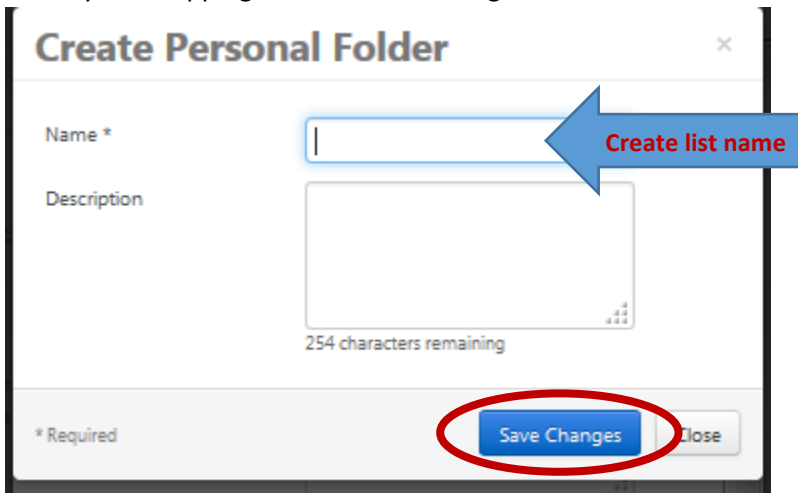
You have no shared favorites.

\* Required

- To create a new list, click “Add New”

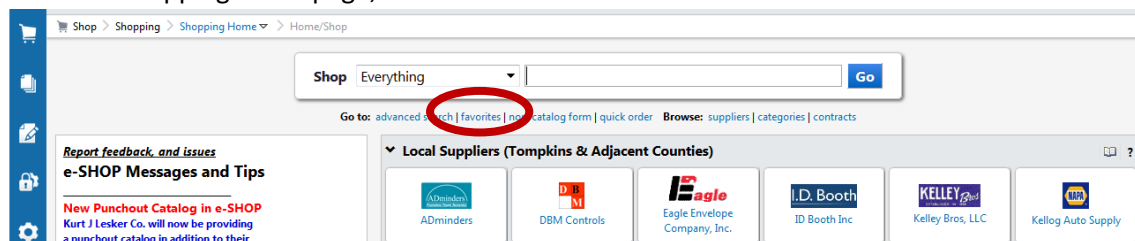


- Name your shopping list and “Save Changes”

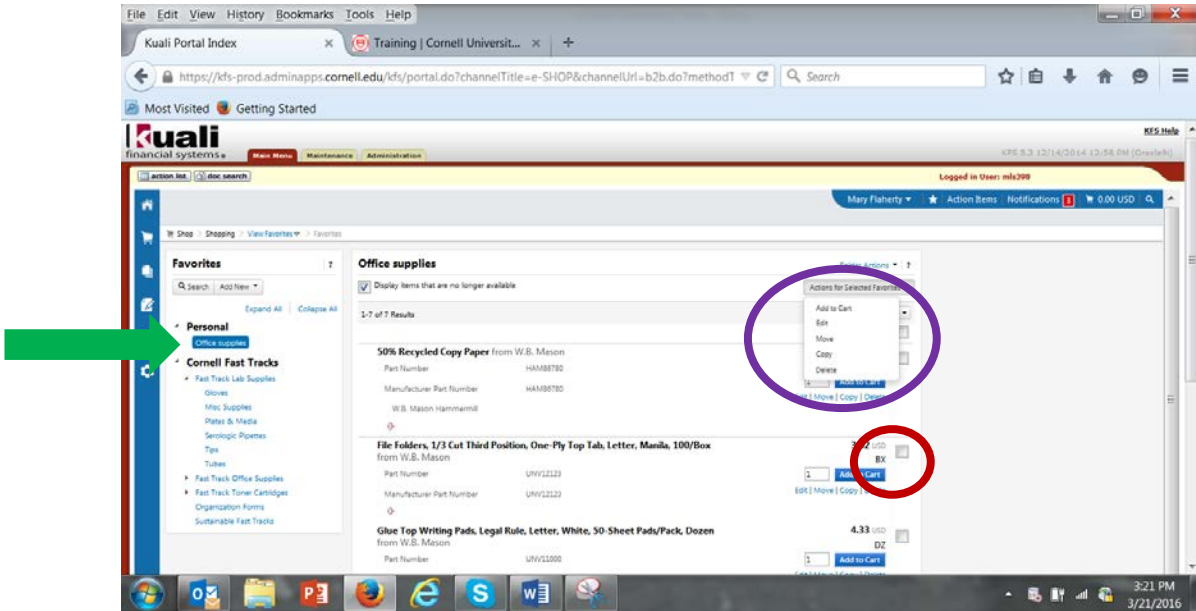


## Viewing your Favorite Shopping List

- From the shopping home page, select “favorites”




- Click on the list that you want to view. Use the checkbox to select an item (red circle) and then use the drop down menu to add the item to your shopping cart (purple circle).



## KFS Tips

### Setting default delivery address


1. In the KFS requisition Delivery tab, you will see the following:

2. To change a building, click the  to the right of the Building listed (green circle).
3. In the Building Lookup screen, the campus will default to "IT" for Ithaca. Use wildcards (\*) when searching, i.e. \*east hill\*. Click the "search" button.

4. Click "return value" next to the building needed.

Return Value	Campus Code	Building Code	Building Name	Active Indicator
<a href="#">return value</a>	IT	2583	EAST HILL PLAZA COMPLEX	Yes
<a href="#">return value</a>	IT	2583D	East Hill Plaza, Pine Tree 353	Yes
<a href="#">return value</a>	IT	2583E	East Hill Plaza, Pine Tree 361	Yes
<a href="#">return value</a>	IT	2583F	East Hill Plaza, Pine Tree 349	Yes
<a href="#">return value</a>	IT	2583G	East Hill Plaza, Pine Tree 365	Yes
<a href="#">return value</a>	IT	2583H	East Hill Plaza, Pine Tree 369	Yes
<a href="#">return value</a>	IT	2583J	East Hill Plaza, Pine Tree 345	Yes
<a href="#">return value</a>	IT	2583K	East Hill Plaza, Pine Tree 373	Yes
<a href="#">return value</a>	IT	2583L	East Hill Plaza, Pine Tree 341	Yes
<a href="#">return value</a>	IT	2583M	East Hill Plaza, Pine Tree 377	Yes
<a href="#">return value</a>	IT	2583N	East Hill Plaza, Pine Tree	Yes



5. You may enter the room number manually or click the  to look it up

- Click the “set as default building” button to make the address your default (red circle below).

FINAL DELIVERY

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\* Delivery Campus : IT - Ithaca

Building : East Hill Office Building Building Not Found Set as Default Building

\* Address 1 : 395 Pine Tree Rd

Address 2 :

\* Room : 330

\* City : Ithaca

State : NY

Postal Code : 14850

\* Country : United States

- The “Delivery To” field defaults to the person creating the KFS requisition and may be changed.

\* Delivery To : Flaherty, Mary Lourdes

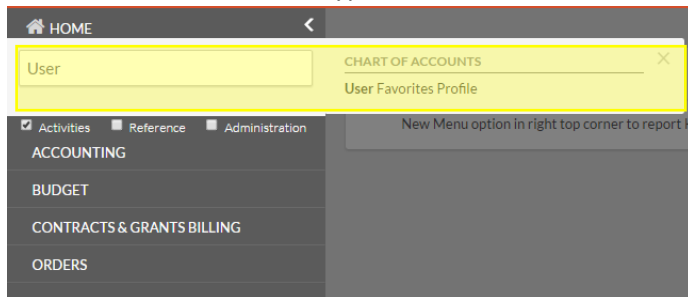
\* Phone Number : 607-255-5645

\* Email : mls398@cornell.edu

### Creating frequently used (favorite) account list

You may email [e-SHOP@cornell.edu](mailto:e-SHOP@cornell.edu) with your NetID, account number, object code (optional) and we will create the default account list for you. Or you may follow the steps below to create it yourself.

- From the KFS Main Menu, type “User Favorite” in the search box



- Initially, you will need to setup your profile. Click the “create new” button in the top right corner (blue circle). If you have already created a profile, you can look up your existing favorites by entering your NetID in the “User Principal Name” field (green circle).



User Favorites Profile Lookup

**Create New**

User Principal Name:

Active Indicator:  Yes  No  Both

Account Number:

Chart Code:

Sub-Account Code:

Object Code:

Sub-Object Code:

Account Name:

Organization Reference Id:

Project Code:

Favorite Account Active:  Yes  No  Both

Primary:  Yes  No  Both

Search Clear Cancel

3. To create your favorite account, you will need to enter data in the following fields:
  - a. Document Overview (blue circle below)
    - i. Description: Creating account favorites (required)
  - b. New Favorite Account – Optional (red circle below)
    - i. Account Nickname
    - ii. Account Number
    - iii. Object Code - You may enter multiple favorites using the same account but different object codes, such as, Professor Jones’ travel, Professor Jones’ office supplies, Research project ABC.
    - iv. Primary - Only one account can be designated as primary. KFS will automatically populate all account lines with this account number. It is not necessary to select a primary account.
  - c. Click the “add” button (green arrow below)

User Favorites Profile

Doc. Nbr : 16621169 Status : INITIATED  
Initiator : mls398 Created : 02:18 PM 02/14/2017

EXPAND ALL COLLAPSE ALL

DOCUMENT OVERVIEW

OVERVIEW

\* Description:  Explanation:

Organization Document Number:

USER FAVORITES PROFILE

NEW

User Principal Name: mls398 - Flaherty, Mary Lourdes

\* Active Indicator:  Both

FAVORITE ACCOUNT

NEW FAVORITE ACCOUNT

Account Nickname:

\* Chart Code: IT

\* Account Number:

Account Name:

Sub-Account Code:

Object Code:

Sub-Object Code:

Project Code:

Organization Reference Id:

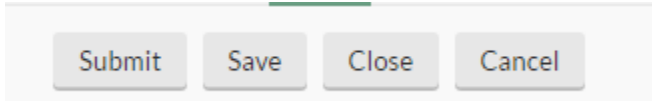
Primary:  Yes  No  Both

Active Indicator:  Both

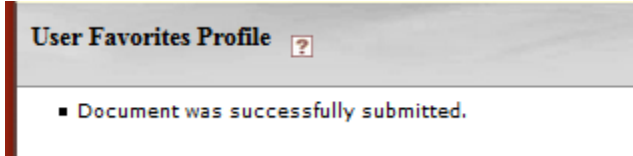
**ADD**

Submit Save Close Cancel

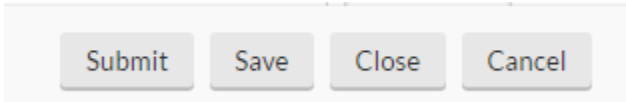
- You may continue to add accounts by repeating the steps above. Once you are finished, click the “submit” button.



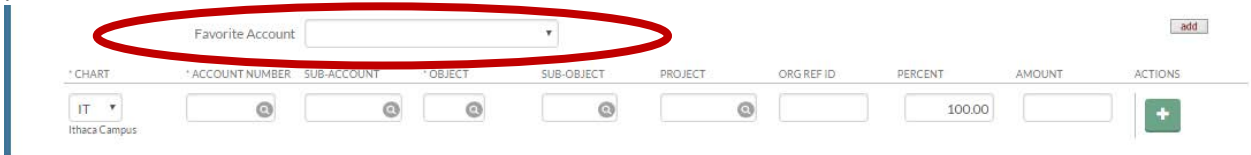
- You should receive the following message at the top of the page



- Click “close” button at the bottom of the screen



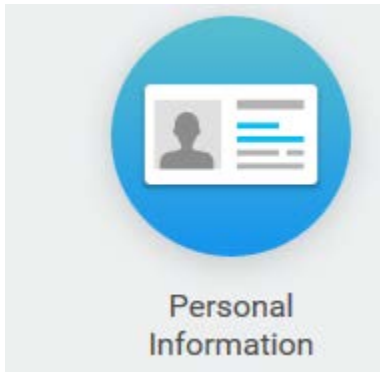
Now when you complete a requisition in KFS, you will see a Favorite Accounts drop-down menu. The drop-down listing will display the nickname, account number, and object code information that you provided.



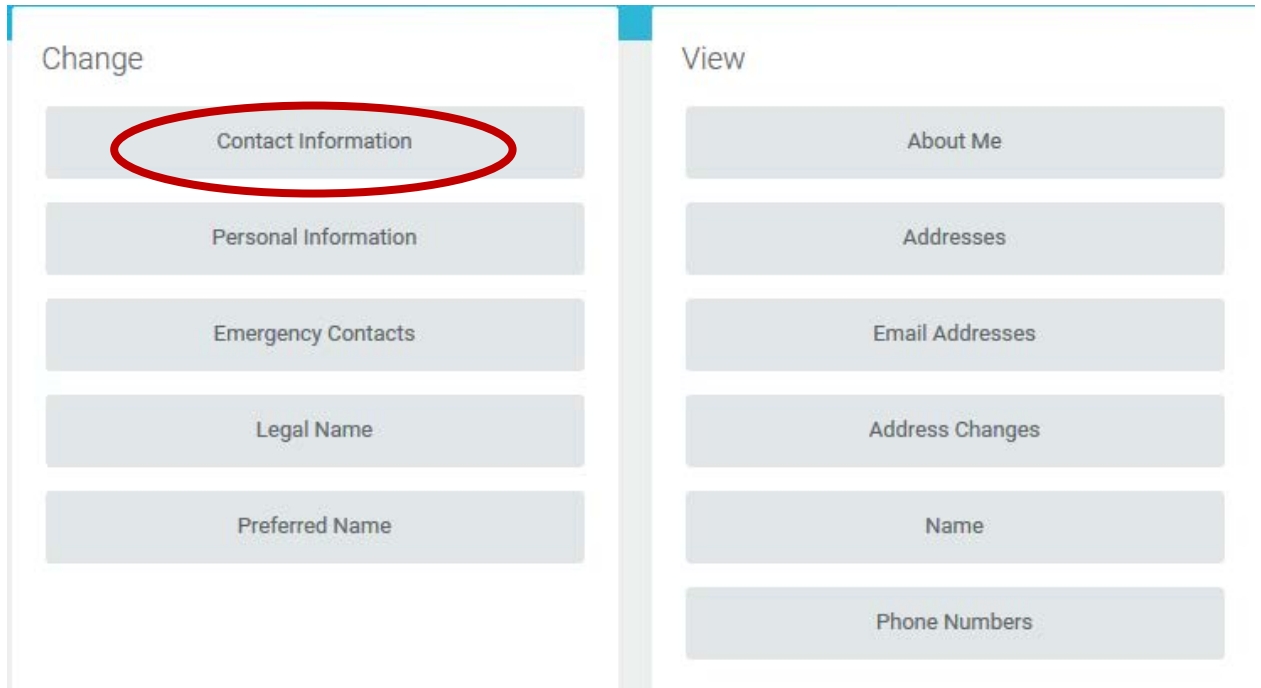
### Updating your phone number

To correct your phone number in the KFS requisition, you must enter your phone number in Workday.

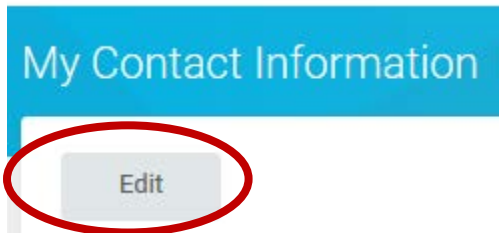
- Login to Workday at [www.workday.cornell.edu](http://www.workday.cornell.edu)
- Select “Personal Information”



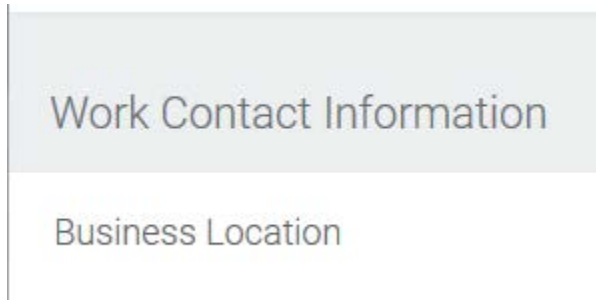
3. Select "Contact Information"



4. Select Edit



5. Scroll down to the Work Contact Information



6. Select the pencil icon to edit

Alternate Work Location

**Address**  
Suite 330, East Hill Office Building, 395 Pine Tree Rd, Ithaca, NY 14850-2820

**Usage**

**Visibility**  
Public

Primary Phone

**Phone**  
+1 (607) 255-5645 (Telephone)

7. Enter the area code and phone number

Primary Phone

**Phone**  
+1 (607) 255-5645 (Telephone)

**Phone Device \***  
Telephone

**Country Phone Code**  
X United States of America (+1)

**Area Code**  
607

**Phone Number \***  
255-5645

Phone Extension

Details

8. This will update in KFS the next business day

## Training Resources

For additional training material, including tutorials and brief webinars (2 – 5 minutes), please visit the Procurement and Payment Services website at <https://www.dfa.cornell.edu/procurement/e-shop/training>.

The e-SHOP FAQs may be found at <https://www.dfa.cornell.edu/procurement/e-shop/faq>.

In this section

**Training**

**FAQ**

### Training

It is recommended that all e-SHOP users review the "Using e-SHOP" tutorial (KFSPUR-400eSHOP-Tutorial (Using e-SHOP)).

Below are several recorded WebEx training and PowerPoint tutorials to help you stay up to date on the e-SHOP's features.

For additional assistance, please e-mail us at [e-shop@cornell.edu](mailto:e-shop@cornell.edu), or call the Procurement Services helpline at (607) 254-5300.

**Note:** To view some of these tutorials, you must disable your browser's pop-up blocker.

[General Topics](#) | [Managing Your Profile](#) | [Shopping](#)

#### General Topics

- [e-SHOP User Quick Guide \(PDF, 238 KB\)](#)
- [Explanation of UNSPS codes](#)
- [Recurring Order Matrix \(PDF, 149 KB\)](#)
- [Navigation Guide for Users \(PDF, 593 KB\)](#)
- [KFS Requisition \(REQS\) Tips \(PDF, 585 KB\)](#)
- [Finding the Right Supplier in e-SHOP \(WebEx\)](#)
- [Finding a Diverse Supplier in e-SHOP \(WebEx\)](#)
- [Overview of the e-SHOP Home Page \(WebEx\)](#)
- [Assigning Carts \(Sciquest Demo\)](#)

#### Managing Your Profile

- [Adding Your Address \(WebEx\)](#)
- [Managing Favorite Accounts as the Favorite Account Manager \(PDF, 284 KB\)](#)
- [Building and Managing Your Favorite Accounts in KFS \(PDF, 302 KB\)](#)

#### Shopping

## Procurement Services Contact Information

Procurement and Payment Services

395 Pine Tree Road, Suite 330

Ithaca, NY 14850

Telephone: (607) 255-3804

Help Line: (607) 254-5300

Email: [procurement@cornell.edu](mailto:procurement@cornell.edu) or [e-SHOP@cornell.edu](mailto:e-SHOP@cornell.edu)