

THE SHOPPING CART EXPERIENCE

After checking out of iBuy, you will see the Checkout Confirmation screen.

Home eStores Contract Book Supplier Diversity Feedback Purchasing

Checkout Confirmation eStores
2-2694

No.	Product Name	Qty	Unit	Unit Price	Est. Price
1	Adriatico's Pizza, Large, Thick Crust, 18"x13", 15 Pieces, Pepperoni & Mushroom	3	EA	\$16.45	\$49.35
Supplier: ADRIATICO'S PIZZA		Manufacturer: Adriatico's Pizza			
Supplier's Part Number: 58		Manufacturer's Part Number: 58			
2	Adriatico's Pizza, Large, Thick Crust, 18"x13", 15 Pieces, Supremo	2	EA	\$19.45	\$38.90
Supplier: ADRIATICO'S PIZZA		Manufacturer: Adriatico's Pizza			
Supplier's Part Number: 85		Manufacturer's Part Number: 85			
3	Adriatico's Pizza, Buckeye, 26"x18", 30 Pieces, 1/2 Veggie + 1/2 Supremo	2	EA	\$34.45	\$68.90
Supplier: ADRIATICO'S PIZZA		Manufacturer: Adriatico's Pizza			
Supplier's Part Number: 81		Manufacturer's Part Number: 81			

Cart Total: **\$157.15**

Shopping Cart created Mon Jan 12, 2009 09:40:56 AM

Comments: Remaining characters: 215
Please order this as soon as possible.

E-Mailing Shopping Cart

*Your Name: Mindi Leggett

*Your E-Mail Address: leggett.43@osu.edu

*Recipient's E-Mail: bradsner.1@osu.edu, roberts.234@osu.edu, shurtleff.1@osu.edu (comma separated)

* denotes required fields

Save

Comments entered here will appear in the confirmation email and on the search page in PeopleSoft.

These three required fields must be populated before saving your cart.

Click **Save**

After saving, you will receive two confirmations:

1. A confirmation screen verifying your shopping cart and providing the equote number.

Checkout Confirmation eStores marketplace 2-2694

Your shopping cart has been saved as quote #: **IBUY004115**.
 Notification has been sent to the provided e-mail address.
Shopping Cart created Mon Jan 12, 2009 09:40:56 AM

No.	Product Name	Qty	Unit	Unit Price	Ext. Price
1	Adriatico's Pizza, Large, Thick Crust, 18"x13", 15 Pieces, Pepperoni & Mushroom	3	EA	\$16.45	\$49.35
Supplier: ADRIATICO'S PIZZA		Manufacturer: Adriatico's Pizza			
Supplier's Part Number: 58		Manufacturer's Part Number: 58			
2	Adriatico's Pizza, Large, Thick Crust, 18"x13", 15 Pieces, Supremo	2	EA	\$19.45	\$38.90
Supplier: ADRIATICO'S PIZZA		Manufacturer: Adriatico's Pizza			
Supplier's Part Number: 65		Manufacturer's Part Number: 65			
3	Adriatico's Pizza, Buckeye, 26"x18", 30 Pieces, 1/2 Veggie + 1/2 Supremo	2	EA	\$34.45	\$68.90
Supplier: ADRIATICO'S PIZZA		Manufacturer: Adriatico's Pizza			
Supplier's Part Number: 81		Manufacturer's Part Number: 81			
Cart Total: \$157.15					

Comments:
Please order this as soon as possible.

2. A confirmation email which will be sent to your OSU email inbox.

iBuy Shopping Cart: IBUY004115 - Message (HTML)

From: Mind Leggett [leggett.43@osu.edu] Sent: Mon 1/12/2009 9:52
 To: leggett.43@osu.edu
 Cc:
 Subject: iBuy Shopping Cart: IBUY004115

Checkout Confirmation eStores marketplace 2-2694

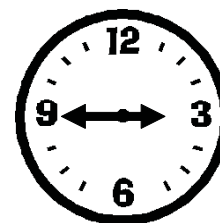
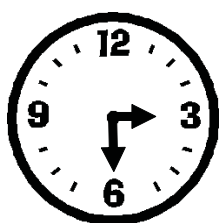
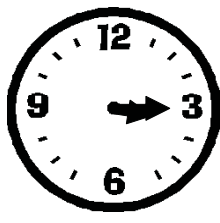
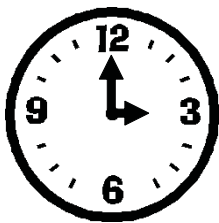
Shopping Cart created Mon Jan 12, 2009 09:40:56 AM
Shopping cart quote #: IBUY004115

No.	Product Name	Qty	Unit	Unit Price	Ext. Price
1	Adriatico's Pizza, Large, Thick Crust, 18"x13", 15 Pieces, Pepperoni & Mushroom	3	EA	\$16.45	\$49.35
Supplier: ADRIATICO'S PIZZA		Manufacturer: Adriatico's Pizza			
Supplier's Part Number: 58		Manufacturer's Part Number: 58			
2	Adriatico's Pizza, Large, Thick Crust, 18"x13", 15 Pieces, Supremo	2	EA	\$19.45	\$38.90
Supplier: ADRIATICO'S PIZZA		Manufacturer: Adriatico's Pizza			
Supplier's Part Number: 65		Manufacturer's Part Number: 65			
3	Adriatico's Pizza, Buckeye, 26"x18", 30 Pieces, 1/2 Veggie + 1/2 Supremo	2	EA	\$34.45	\$68.90
Supplier: ADRIATICO'S PIZZA		Manufacturer: Adriatico's Pizza			
Supplier's Part Number: 81		Manufacturer's Part Number: 81			
Cart Total: \$157.15					

Comments:
Please order this as soon as possible.

Every 15 minutes, the quotes are pulled into PeopleSoft via an automated process.

This occurs on the hour, at quarter past the hour, at the half hour, and at quarter till the hour.



Example: If you completed your shopping in iBuy at 9:52 a.m., your quote would be available in PeopleSoft at 10:00 a.m.

A confirmation email is sent to your recipient when the quote is available to be retrieved in PeopleSoft.

Confirmation Email from PeopleSoft



Important Notes

- The comments field on the shopping cart confirmation screen allows 254 characters (however, only the first 50 characters will be available for viewing in PeopleSoft)
- Click **Save** only once to avoid multiple quotes being produced.
- Quotes are available to be pulled into PeopleSoft for 7 calendar days.
- It is recommended that you print the checkout confirmation screen to have record of the quote number in case your email confirmation does not arrive.



The remainder of this job aid details the process of retrieving the quote in PeopleSoft. If you do not have access to the Requisition Form Panel in PeopleSoft, your process ends here.

PEOPLESOFT REQUISITION

Begin these steps after entering your header defaults.

1. Click Import Quote to retrieve your quote in the Requisition Form Panel.

The screenshot shows the PeopleSoft Requisition Form Panel. The header includes the PeopleSoft logo and navigation links like Home, Worklist, Add to Favorites, and Sign out. The main area displays requisition details such as Unit (UNIV), Req ID (NEXT), Req Date (01/12/2009), and Origin (ONL). A table with one line item is visible, showing a quantity of 0.0000 and a price of 0.00000. At the bottom, a navigation bar contains several buttons, with 'Import Quote' circled in red.

2. Search for your quote using one of the following:

- iBuy Quote ID (found on the checkout confirmation screen and in the checkout confirmation email) ****this is the preferred method of searching****
- User's Name (the person who did the shopping within iBuy)
- Email Address (of the person who completed the shopping in iBuy)

The screenshot shows the PeopleSoft iBuy Search page. It features three input fields: 'iBuy Quote ID', 'Users Name', and 'Email Address'. Below these fields are 'Search' and 'Clear' buttons. A 'Return' button is located at the bottom left of the page.

3. Click on the correct iBuy Quote from the search list.

PeopleSoft. Home Worklist Add to Favorites Sign out

New Window Help Customize Page

iBuy Search page

iBuy Quote ID:

Users Name:

Email Address:

iBuy Shopping cart [Customize](#) | [Find](#) | [View All](#) | [First](#) | [4 of 1](#) | [Last](#)

iBuy QuoteID	Users Name	Email Address	Comments
IBUY004115	Mindi Leggett	leggett.43@osu.edu	Please order this as soon as possible.

4. View your items and continue with the requisition as needed.

PeopleSoft. Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Form **Schedule**

Unit: UNIV Req ID: NEXT *Req Date: 01/12/2009 Origin: ONL

*Requester: Purchasing, Central Purchasing, Central

Status: Open Budget Status: Not Chkd Accounting Date: 01/12/2009 *Currency: USD Dollar

eStores Work Order ID:

Lenovo | Office Max | OM Workspace

Line	Set	Line	Item ID	Description	Req Qty	UOM	Category	Price	Shp To	Status
	<input type="checkbox"/>	1		Adriatico's Pizza, Large, Thick Crust, 18"x13", 15 Pieces, Pepperoni & Mushroom	3.0000	EA	FOODS	16.45000	381	Active
	<input type="checkbox"/>	2		Adriatico's Pizza, Large, Thick Crust, 18"x13", 15 Pieces, Supremo	2.0000	EA	FOODS	19.45000	381	Active
	<input checked="" type="checkbox"/>	3		Adriatico's Pizza, Buckeye, 28"x18", 30 Pieces, 1/2 Veggie + 1/2 Supremo	2.0000	EA	FOODS	34.45000	381	Active

Total Amt: 157.15 USD Total Base Amt: 157.15 USD

*Go Header Defaults Header Comments Item Search Item Detail Line Defaults Line Details

to: Copy From Import Quote Line Comments Sourcing Controls ...More...

Form | Schedule

Important Notes

- After importing the quote you can add more lines using the button.
- Lines from your quote can be deleted using the button.
- There is only one quote per requisition.
- To limit the number of search results returned, search using the quote ID when possible.
- To continue shopping in eStores and add more items to your requisition, click