

# eBuy 4-Step Guide



Step 1: Log Into eBuy	Step 2: Shop	Step 3: Checkout	Step 4: Complete Your Order	Manage Your Order
<ul style="list-style-type: none"> <li>Go to: <a href="http://fms.lbl.gov">http://fms.lbl.gov</a></li> <li>Log in with your LDAP (email password).</li> </ul> <p><i>If you are off-site or on Wi-Fi, first connect to the Lab's VPN.</i></p> <p><i>Firefox is the recommended browser for eBuy. Click <a href="#">here</a> for more information.</i></p>	<ul style="list-style-type: none"> <li>Click the "Go to eBuy" button.</li> <li>To begin shopping, click "All Suppliers."</li> <li>Find the items you want and add them to your cart.</li> </ul>	<ul style="list-style-type: none"> <li>Review the cart items and make changes if needed.</li> <li>Click "Checkout," and your cart contents will be transferred to FMS.</li> </ul>	<ul style="list-style-type: none"> <li>Verify the Requester and Deliver to Location.</li> <li>You may wish to enter a Requisition Name.</li> <li>Select Shipping Method. This will apply to the entire order.</li> <li>If there is a SAS Approver box, enter an Authorized Signer.</li> <li>Enter Project ID and Activity ID.</li> <li>Click the "Budget Check" link.</li> <li>Click the "Save &amp; submit" button.</li> </ul>	<ul style="list-style-type: none"> <li>You should receive an email confirmation from the supplier that your order has been placed.</li> <li>Go to Manage Requisitions in FMS to view the status of your order throughout its lifecycle.</li> </ul>
	Learn More: <a href="#">Video (13:57 min)</a>	Learn More: <a href="#">Video (3:25 min)</a>	Learn More: <a href="#">Video (9:02 min)</a>	Learn More: <a href="#">Manage My Orders</a>