

eBuy Guide for New Hires

<p>1. What is eBuy?</p>	<p>A self-service procurement channel to place an order for commonly used low-value items.</p> <p>For an overview of eBuy in 4-steps, go to: https://drive.google.com/file/d/0B6fp-YdRJMA3bzBEZ1JNT0VvVWs/view</p>
<p>2. How do I access eBuy?</p>	<p>There are multiple ways to access eBuy; see links below.</p> <ul style="list-style-type: none"> • Direct link to eBuy: http://ebuy.lbl.gov • LBNL A-Z Index: www.lbl.gov -> E -> eBuy (Firefox Recommended Browser) • LBNL Procurement Website: http://procurement.lbl.gov/welcome-to-procurement-property/make-a-purchase/ebuy <p>Tips:</p> <ul style="list-style-type: none"> • About 24 hours after your start date, you will be able to access eBuy • Log-in with your LDAP and password • Firefox is the recommended browser
<p>3. What are the basics of eBuy?</p>	<p>Several user guides are available to assist you.</p> <p>eBuy User Guide, Key Things to Know, pg. 4-5 & Time-Saving Tips, pg. 5-6: http://procurement.lbl.gov/wp-content/uploads/sites/4/2015/07/eBuy9.2UserGuide.docx_.pdf#h.2jtooke6a33p</p> <p>Marketplace Navigation Guide: https://drive.google.com/file/d/0B6fp-YdRJMA3TlRzZjNmbUpCM3c/view</p> <p>Once you are ready to explore more eBuy functionality, you can access a comprehensive user guide and tutorial videos on the eBuy Tutorials webpage: http://procurement.lbl.gov/welcome-to-procurement-property/make-a-purchase/ebuy/ebuy-training-for-ebuy-users</p>
<p>4. Which supplier catalogs are available?</p>	<p>eBuy includes 47 supplier catalogs to purchase from which include a broad range of item categories from Lab equipment and gases to technology and office supplies.</p> <p>To see a full list of supplier catalogs, go to: http://procurement.lbl.gov/welcome-to-procurement-property/make-a-purchase/ebuy</p>

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<p>5. How do I manage my order?</p>	<p>eBuy provides comprehensive guidelines on how to manage your purchase order(s). Topics include:</p> <ul style="list-style-type: none">• Ship an item overnight• View an order• Check order status• Cancel an order• Change an order• Return an item• Purchase a non-catalog item <p>Source: http://procurement.lbl.gov/welcome-to-procurement-property/make-a-purchase/ebuy/manage-my-orders</p>
<p>6. What are the most commonly used features in eBuy?</p>	<ul style="list-style-type: none">• Searching for items across multiple supplier catalogs• Ordering non-catalog items not found in the supplier catalogs• Suggestions for Lab-recommended products <p>For a full list of tutorials and user guide, go to: http://procurement.lbl.gov/welcome-to-procurement-property/make-a-purchase/ebuy/ebuy-training-for-ebuy-users</p>
<p>7. How do I retrieve my cart after inactivity?</p>	<p>The system will <u>time out after two hours</u> of inactivity in eBuy.</p> <p>If the system times out, clicking the Last Active Cart link, takes you to a screen where you can re-add item(s) from your last shopping session.</p> <p>Source: eBuy User Guide, pg. 63 http://procurement.lbl.gov/wp-content/uploads/sites/4/2015/07/eBuy9.2UserGuide.docx_.pdf#h.2jtooke6a33p</p>