

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"> Go to: http://ebuy.lbl.gov Log in with your LDAP (email password). <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.</i></p>	<ul style="list-style-type: none"> Click the "Go to eBuy" button. To begin shopping, click "GSS Scientific Catalog"* or "All Other Products." Find the items you want and add them to your cart. 	<ul style="list-style-type: none"> Review the cart items and make changes if needed. Click "Checkout," and your cart contents will be transferred to FMS. 	<ul style="list-style-type: none"> Verify the Requester and Deliver to Location. You may wish to enter a Requisition Name. Select Shipping Method. This will apply to the entire order. If there is a SAS Approver box, enter an Authorized Signer. Enter Project ID and Activity ID. Click the "Budget Check" link. Click the "Save & submit" button. 	<ul style="list-style-type: none"> You should receive an email confirmation from the supplier that your order has been placed. Go to Manage Requisitions in FMS to view the status of your order throughout its lifecycle.
	Learn More: Video (13:57 min)	Learn More: Video (3:25 min)	Learn More: Video (9:02 min)	Learn More: Manage My Orders

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*View [GSS Scientific Catalog User Guide](#)