

Marketplace Navigation Guide

The screenshot displays the Berkeley Lab eBUY marketplace interface. At the top, a dark blue header contains navigation links for Favorites, Main Menu, eProcurement, and Requisition, along with the user's name and session ID: DAREED FMSUAT 2023-03-03 08.44.08. The Berkeley Lab logo and 'eBUY' branding are visible. A search bar is located in the top right, with a magnifying glass icon and a search button. To the right of the search bar are icons for Cart, a user profile, and a help/question mark. A left sidebar contains a navigation menu with icons for home, search, suppliers, packages, eforms, and messages, each accompanied by a numbered callout (11-15). The main content area features a welcome message for Reed, Deborah Ann, followed by a 'Good to Know' banner with the eBUY logo. Below this are three columns of information: 'How to Shop' (with a callout 2), 'eBuy Resources' (with a callout 3), and 'eBuy Support' (with a callout 9). The 'How to Shop' section includes instructions on using the search bar and a list of shopping options. The 'eBuy Resources' section provides links to 'Manage My Orders' and 'eBuy Tutorials'. The 'eBuy Support' section lists contact information for the Procurement Help Desk. Below these columns are several user-specific sections: 'Recently Ordered' (with a callout 4), 'Favorite Products' (with a callout 5), 'Saved Searches' (with a callout 7), 'Visit Store' (with a callout 6), and 'Saved and Shared Carts' (with a callout 8). Each of these sections has a dropdown arrow on the right side.

1

Home | Worklist | Add to Favorites | Sign Out

BERKELEY LAB - FMS

eBUY Search

11 home 2

12 search

13 suppliers 12

14 packages

15 eforms 14

messages

acquire 7.3.2-299- (2022-12-15T19:41:32Z)

Welcome Back Reed, Deborah Ann

Operating on behalf of LBNL

eBUY Good to Know 3

How to Shop	eBuy Resources	eBuy Support
<p>Search across suppliers by using the Search bar above.</p> <p>For more shopping options, from the left side navigation menu:</p> <ul style="list-style-type: none">• Search: Shop by a specific item or supplier• Suppliers: Shop from a full list of suppliers and access supplier contact information• Packages: Shop ergonomic and Lab preferred products and access your Favorites• eForms: Order a non-catalog item	<p>Visit Manage My Orders for how to check an order status, cancel and order, return an item, request overnight shipping, and how to place a non-catalog order.</p> <p>Check out the eBuy Tutorials page to view a complete list of guides to help you learn to use eBuy to make purchases for Laboratory business purposes.</p>	<ul style="list-style-type: none">• Report Catalog Issue: To report a catalog issue, or if you require assistance, contact the Procurement Help Desk• Submit Service Request: To submit a service request click here• Email: ProcurementHelp@lbl.gov• Telephone: 510.486.6400• Hours: 8:00 am to 5:00 pm PST Monday through Friday

Recently Ordered 4
quickly reorder items bought recently

Favorite Products 5
your most purchased favored products

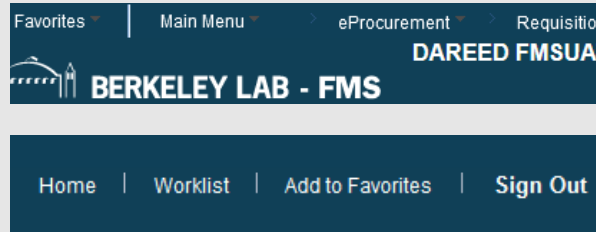
Visit Store 6
search a single supplier site

Saved Searches 7
recall saved search criteria

Saved and Shared Carts 8
reorder items

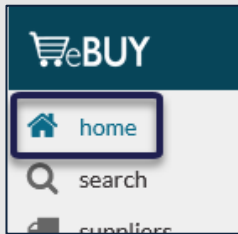
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1. FMS Header



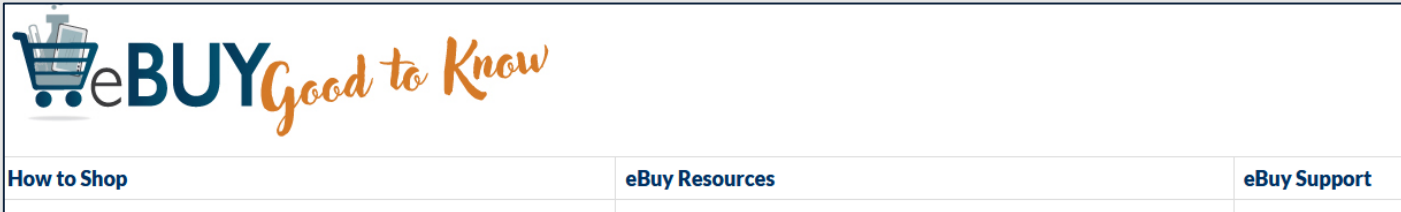
Note that if you click on any of these path links or dropdown menus, you will navigate out of the eBuy Marketplace into FMS. You will then have to navigate back to the eBuy Marketplace.

2. Return to Marketplace Home



You can click this logo to return to the eBuy Marketplace home page from anywhere in the Marketplace.

3. Key eBuy Information

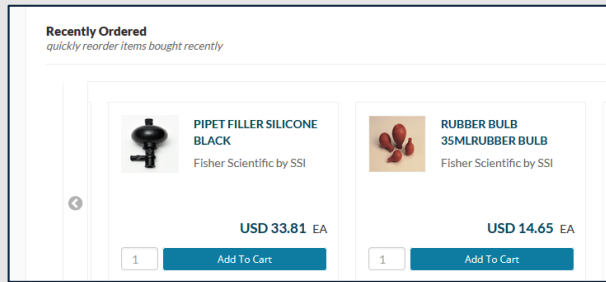


Guidance on how to shop in eBuy, such as:

- Shopping in the Marketplace
- Tips on managing orders
- Where to find additional tutorial material
- Contacting the Procurement Help Desk

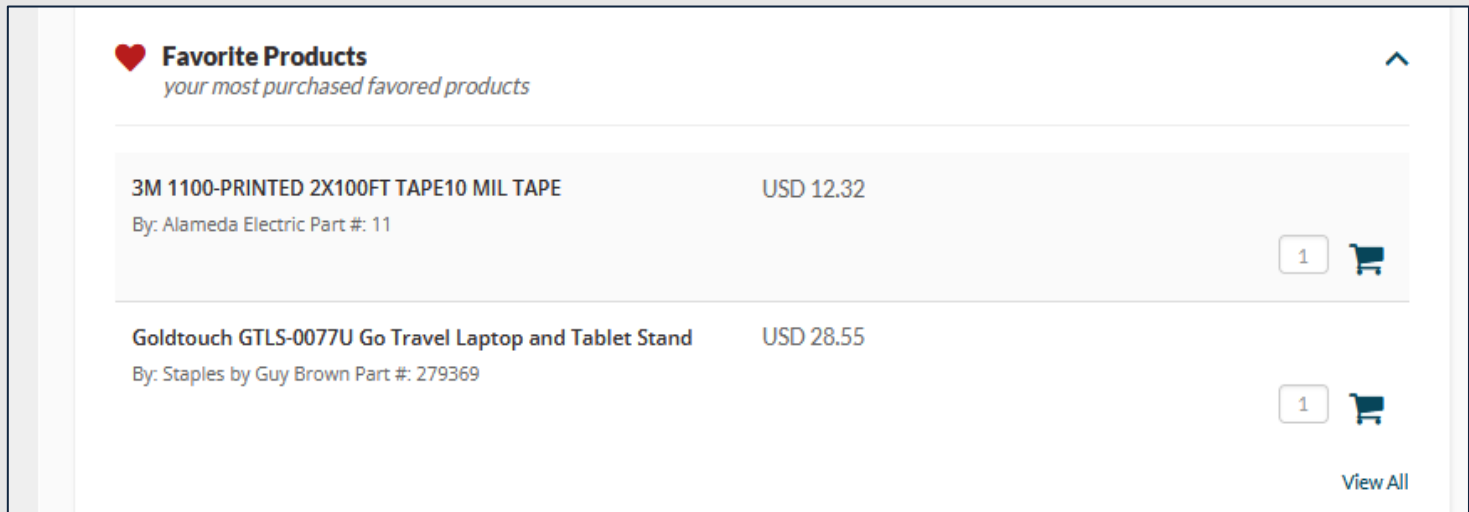
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4. Detail on Recent Orders



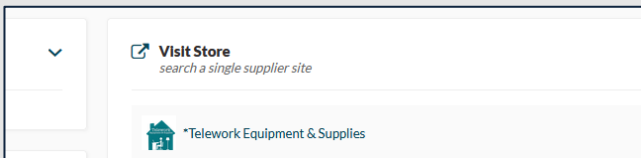
View your list of recently purchased items and add directly to your shopping cart.

5. Customized List of Your Favorite Products



View your customized list of favorite products and add directly to your shopping cart.

6. Shop from Suppliers' Catalogs

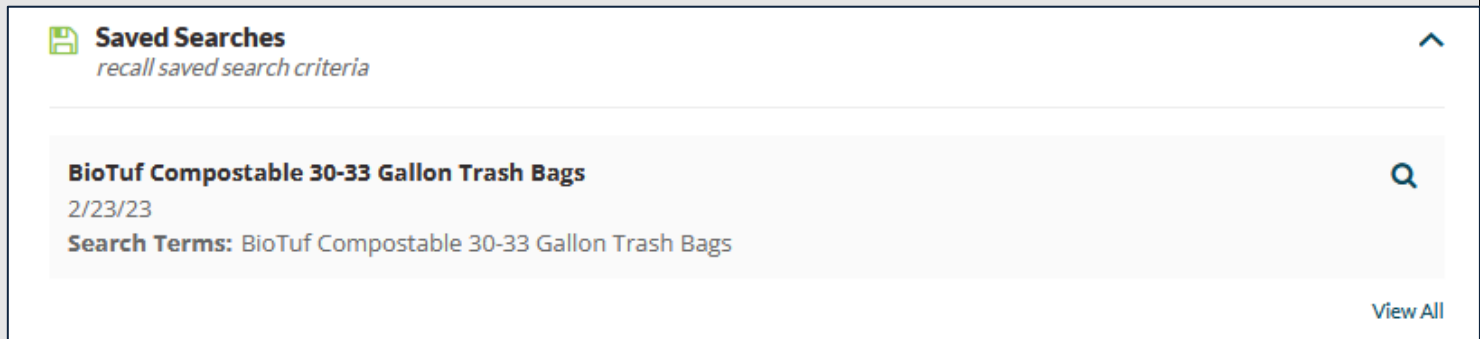


Shop directly from suppliers that offer full product catalogs.

Excludes those suppliers who have system hosted catalogs.

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7. View List of Saved Searches



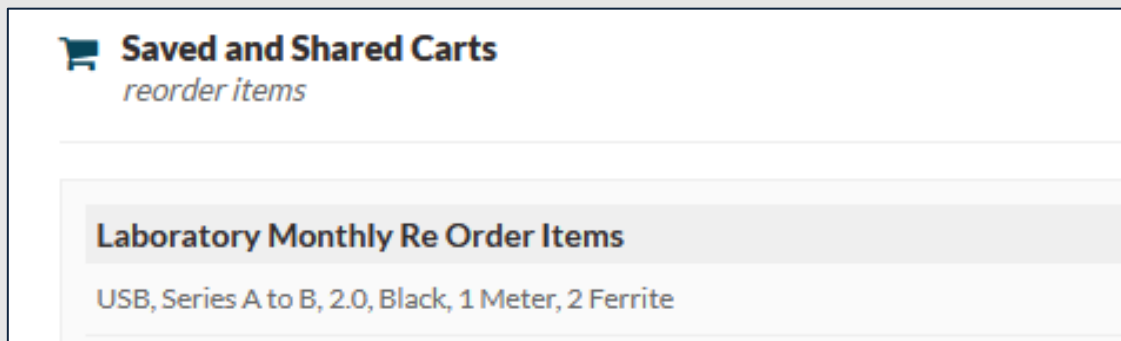
Saved Searches
recall saved search criteria

BioTuf Compostable 30-33 Gallon Trash Bags
2/23/23
Search Terms: BioTuf Compostable 30-33 Gallon Trash Bags

View All

Access to your saved searches to initiate a new search and add items to your shopping cart.

8. View Saved and Shared Carts

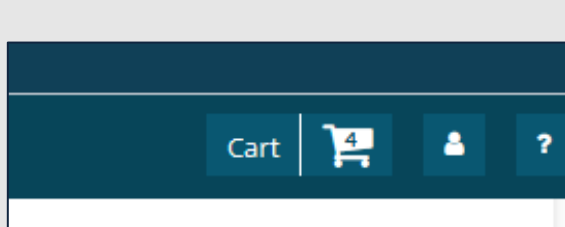





Saved and Shared Carts
reorder items

Laboratory Monthly Re Order Items
USB, Series A to B, 2.0, Black, 1 Meter, 2 Ferrite

Access your saved and shared carts to re order items by adding to your shopping cart.

9. View Current Cart



Cart |  |  | 

Hover over the cart icon to view a list of current items in your shopping cart.

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10. General Search Across Catalogs



The Search bar provides the ability to either search by keyword or product number. This search will search across all catalogs by default.

11. More Detailed Way to Search

Quick Find
the quick find tool will allow you to search for and find the specific items that you are looking for. up to 50 items may be entered at a time using

Part Number: * Supplier

Supplier Name *	Part Number *
<input type="text" value="Airgas by GSS"/>	<input type="text"/>
<input type="text" value="Linde (formerly Praxair) by GSS"/>	<input type="text"/>

The Search tab accesses the Quick Find search that provides the ability to search a specific supplier, or multiple suppliers, by part number. You may search up to 50 items. For a large list of suppliers or part numbers, you may upload items by using the system's template.

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12. Shop from All Suppliers

Icon	Supplier Name	Logo	Active Catalogs
	*Telework Equipment & Supplies		1 Active Catalog
	Airgas by GSS		1 Active Catalog
	Alameda Electric		1 Active Catalog
	Anixter by GSS		1 Active Catalog

Access all supplier catalogs, including system hosted catalogs, by clicking on the green arrow or book.

To access specific supplier information, such as contact information or how to order a non-catalog item, click on the supplier name.

13. Shop Recommended Products

Order Guide
Simplify shopping with approved list of items

- ERGO - Height-adjustable Desks - Office Products Catalog
2 items
This catalog is for on-site purchases ONLY.
- ERGO - All equipment
43 items
- FURNITURE - RTO - Shopping List
24 items
Ready to order furniture items approved by Space Planning.
- ERGO - Wrist Rests - Office Products Catalog
1 item
- ERGO - Forearm Support - Office Products Catalog
5 items

Bundle
Groupings of items often bought together

- Expanded Workstation Furniture
6 items
- Basic Workstation Furniture
2 items

Preferred Items
a collection of company approved items

- Staples 100% Recycled 8.5" x 11" Copy Paper, 20 lbs., 92 Brigh...
By: Staples by Guy Brown Part #: 620016

The Packages tab accesses listings of recommended or preferred items. Access the Order Guide to view recommendations from ERGO and Facilities. Use Bundles for items that are purchased as sets. Preferred Items are Laboratory preferred items for purchase.


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14. Order a Non-Catalog Item

Non-Catalog Form

Form Details
click on the green plus sign to add an order/lines for a non-catalog item using eforms.

eForm Name * Supplier *

Line Items
add line items for this request 

Supplier Item ID	Quote Number & Description	Qty	UOM	Price	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	Bag	<input type="text"/>	0.00 USD 
<input type="text"/>	<input type="text"/>	<input type="text"/>	Bag	<input type="text"/>	0.00 USD 


Total **0.00 USD**

Use eForms to create a non-catalog order. Click on the green plus sign to add rows for each item.

Can't find a supplier in eForms? See the [eBuy Non-Catalog Order Supplier Guide](#) for each supplier's instructions on how to place a non-catalog order.

15. View Messages Received

Message Center

 Search Messages

Inbox Sent Deleted

View your current messages in your inbox. View sent messages, or deleted messages from your Message Center.