



Purchasing supplies for research projects, etc. ??

You should not be paying out of pocket - reach out to your advisor's admin support person to assist with this.

Note: the admins have purchasing cards that are tax exempt.

This saves \$\$\$\$

ALWAYS obtain email approval from advisor prior to a purchase.. Send approved request with account number and a complete business purpose 5 W's to your admin with your purchase request

Web Based Software

Examples: Google cloud, Dropbox, Prolific, Go Daddy etc.

Requires prior approval from Advisor before purchasing along with 5 W's aka Business Purpose and a Technical Risk Assessment (TRA) [TRA Approval Request Form](#). Once you have obtained this information, go to your admin support, login to site to set up account and admin can put in purchasing card number for processing.

Amazon Web Services

Instructions for using AWS for a study:

- Go to this page <https://it.cornell.edu/cornell-cloud> Scroll down and click “**Amazon Web Services new account or help requests**” You will have to log in with your net ID. Follow the instructions for the rest of the process.

Ways to purchase



1. Login into e-Shop and assign a cart to admin for purchase.

What is e-Shop you ask? [Move to next slide](#)



2. Can not find what you are looking for in e-Shop then send links for items in email to admin with approval for purchase.

- e-Shop gives Cornell purchasers a one-stop, web-based "shopping cart" for ordering a full range of goods and services. e-Shop makes it easy to receive Cornell's discounted pricing and to shop with local and diverse suppliers, is integrated with Cornell's financial system, and routes orders to approvers and business service centers for payment.

- <https://finance.cornell.edu/procurement/e-shop>

Pages for: Faculty / Staff / Students

Division of Financial Services
Procurement Services

ABOUT ▾ E-SHOP ▾ SUPPLIER LIST FOR BUYERS ▾ TOOLS & FORMS ▾ FOR SUPPLIERS ▾

Shopping Cart e-SHOP
Travel
Tools Library ▾

Search Procurement Search

In this section

[Training](#)

[FAQ](#)


e-SHOP

e-SHOP gives Cornell purchasers a one-stop, web-based "shopping cart" for ordering a full range of goods and services. e-SHOP makes it easy to receive Cornell's discounted pricing and to shop with local and diverse suppliers, is integrated with Cornell's financial system, and routes orders to approvers and business service centers for payment.

Learn about the [Vendor Cart](#) feature.

Note: Orders for **Radioactive Materials** may be processed through e-SHOP and will be automatically routed to Environmental Health and Safety (EHS) for review before they are sent to the supplier. Just another way that e-SHOP will make things a bit easier!

Log in to e-SHOP


Cornell University Online Buying

[Email Procurement Support](#)

Note: This application requires Cornell NetID login. Please contact your BSC to determine your access level.

Log in to e-SHOP



e-SHOP

Cornell University Online Buying

<https://kfs-prod.adminapps.cornell.edu/kfs/b2b.do?methodToCall=shopCatalogs>

Login to e-Shop with your net id.

****Note**** If this is your first time you have tried to access Eshop, there is some initial setup. See attached screen shots for set up. If you have any questions, please feel free to reach out to your admin support.

When logging in for the first time you will see the screens below
click continue fill in necessary information as stated and save

The image shows two screenshots from a web application. The top screenshot is an announcements page with a 'Continue' button highlighted in a red box. The bottom screenshot is a user profile page titled 'User's Name, Phone Number, Email, etc.'. It features a sidebar with navigation options and a main form with the following fields: First Name, Last Name, Phone Number, Mobile Phone Number, E-mail Address, Department (with a dropdown menu), and User ID. Red boxes and arrows highlight specific areas: a blacked-out area for First Name and Last Name, the User ID field, the Department dropdown menu, and the Save Changes button. Annotations include: 'Black out area's should auto populate if they do not please complete with your information', 'User ID is your Net ID', and 'From the drop down box for department select F53(F53)'. A 'Save Changes' button is highlighted in a red box at the bottom right.



Now that you are logged in you can scroll through the list of preferred vendors find the items you need to purchase and create a cart to send to your admin

Simple Advanced
Search for products, suppliers, forms, part num

Report feedback, and issues
e-SHOP Messages and Tips

Recorded e-SHOP Training Session.

A recorded version of the monthly e-SHOP training is now available for users on YouTube. Depending on browser security users may need to open in a new window.

[Recorded e-SHOP Training \(50 min\)](#)

Live Zoom training schedule is linked below.

[Training Schedule](#)

[Central inventory order form for critical supplies](#)

- New e-SHOP Webinars, Schedule
- e-SHOP User Quick Guide
- e-SHOP Reference Guide
- Training Resources
- FAQ's

Contact Procurement & Payment Services
For support
Email: procure.support@cornell.edu

To better help you navigate there is a training schedule you can sign up for. And there are e-Shop Guides Below.

Local Suppliers (Tompkins & Adjacent Counties)

 ADminders	 DBM Controls	 Eagle Envelope Company, Inc.	 ID Booth Inc	 Johnston Supply	 Kelley Bros, LLC
 SV Auto - Dryden	 PSP Unlimited	 The Computing Center	 SV Auto Supply		

Diverse Suppliers (Minority, Women, & Veteran Owned)

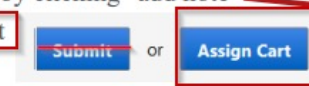
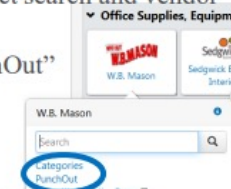
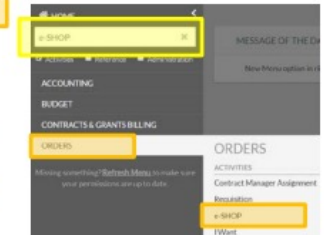
 ADminders	 American Radiolabeled Chemical	 Audio Video Corp.	 Chemglass Life Sciences	 DBM Controls	 Eagle Envelope Company, Inc.
 EMS Acquisition Corp	 Laboratory Products Sales, Inc	 Neta Scientific, Inc.	 S&B Computer & Office Products	 The Computing Center	

On Campus Supplies and Services

 Direct link to website	 CU Print, direct link to site	 The Technology Connection
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Ordering through e-SHOP

1. Login to e-SHOP by clicking the link on the Procurement website at www.procurement.cornell.edu
2. You can either type "e-SHOP" in the search box OR click "Orders" and "e-SHOP"
3. Select your vendor from the e-SHOP home page or use <Ctrl> F to search by vendor name
4. See the e-SHOP Reference Guide for instructions on product search and vendor selection
5. Click on the vendor icon and select "Categories" or "PunchOut"
6. Add the items needed to your shopping cart
7. Follow supplier's instructions to submit cart or check-out
8. Enter the Business Purpose by clicking "add note"
9. ~~Click Submit~~ or **Assign Cart**



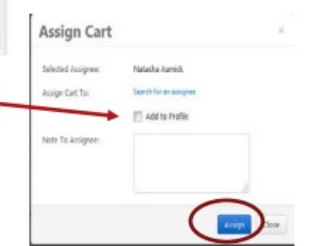
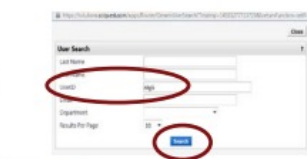
This is the Quick Guide

You will only ever Assign a Cart

(Never select submit)

How to Assign a Cart

1. Select "Search for an assignee"
2. Enter the NetID and click the "Search" button
3. From the search results, click "[select]"
4. To save this name, click the box next to "Add to Profile"
5. **Click the "Assign" button**
6. You will receive a confirmation that the cart was assigned





If in doubt?

Always reach out to your advisor's admin, they are always ready to help.

Reminder Always obtain email approval from advisor prior to a purchase requests. Send approved request with account number and a complete business purpose 5 W's to your admin with your purchase request either by email or assigned cart.