



Marlan and Rosemary Bourns
College of Engineering

eBuy UCR Purchasing System Requestor Instructions



eBuy Requestor Instructions

The following instructions will provide guidance for BCOE department Requestors on how to:

- Access eBuy
- Place non-eCatalog Orders
- Place eCatalog Orders
- Maintain Sub-Requestor Roles
- View Requests and Search Submitted Orders

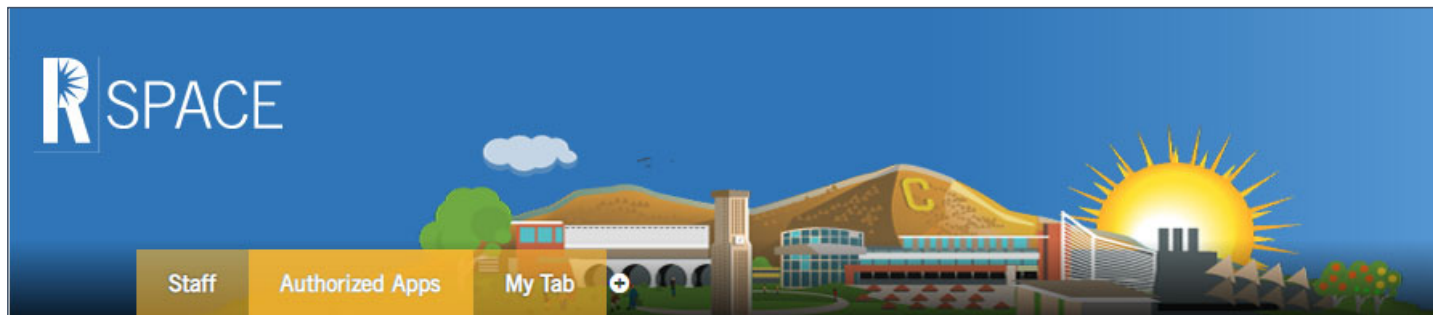
Featured Vendors

Please be aware that requests for the following featured vendors are processed through UCR ScotSupply due to better pricing and shipping discounts offered. They are not processed through eBay. Please log into <https://scotsupply.ucr.edu> or work with your department Purchasing Assistant to complete your order for these vendors.

- USA Scientific
- Fisher Scientific
- IDT
- New England Bio Labs
- Qiagen
- Bio-Rad
- Gentec
- Life Tec Thermo Fisher
- Airgas
- Sigma Aldrich

Accessing eBuy

The eBuy UCR Purchasing System is located within the R'Space portal where all campus applications are housed.



The URL for the R'Space portal is <https://rspace.ucr.edu>.

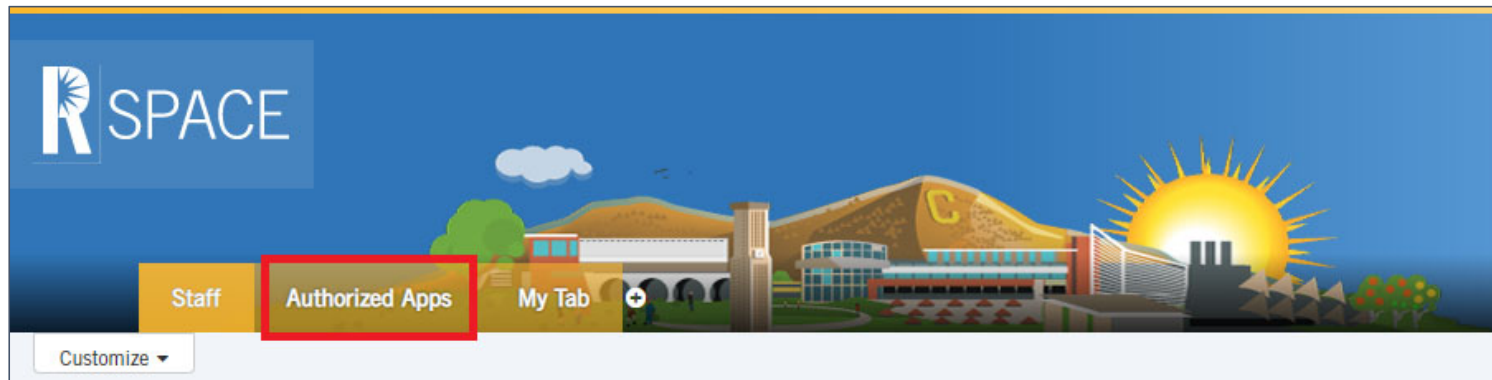
You will need to use your **UCR NetID** and **Password** to log in.

Please note - your UCR NetID/Password are generated through the Enterprise Directory and are separate from your Engineering account Username/Password.

Accessing eBuy cont.

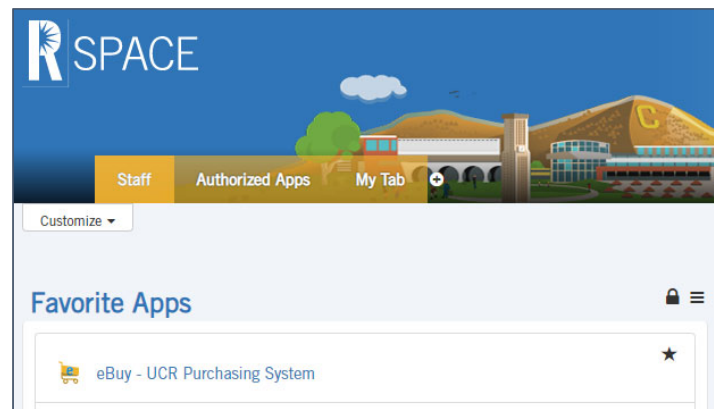
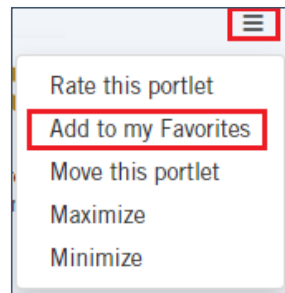
Prior to accessing eBuy all users are required to complete mandatory Purchasing training through the UC Learning Center (LMS), which is also located in R'Space.

Once you have completed the training your department FAO/MSO will assign your role in eBuy. After your role has been assigned and you have successfully logged into the R'Space portal you can search for eBuy by clicking on the **Authorized Apps** tab located under the R'Space logo.



Accessing eBay cont.

The eBay application icon looks like a shopping cart with the letter “e” on its side. Clicking on the 3 horizontal lines above the icon will open a menu where you can select to “Add to my Favorites.” By adding the app to your favorites, the app icon will populate in your Favorite Apps list on your R’Space portal main page where you will be able to easily access the app each time you log in without having to search for it.



Non-eCatalog Orders

Upon clicking the eBuy app icon a new tab will open in your web browser with the eBuy application.

To initiate a request click "Create Request" under the Requestor Options.

If a student has been assigned the Sub-Requestor role they can initiate a request by clicking "Create Request" under the Sub-Requestor Options.

UNIVERSITY OF CALIFORNIA, RIVERSIDE UCRIVERSIDE

eBuy - Purchase Order & Requisition System

Main Menu
Welcome, Becki Jo M Ray

General Options

- [Vendor Search](#)
- [Data Warehouse](#)
- [Reports](#)
- [View Campus Agreements](#)
- [Search UC Agreements](#)
- [Go To Campus Storehouse](#)
- [Help](#)
- [Exit Application](#)

Requestor Options

- [Create Request](#)
- [Create eCatalog Request](#)
- [View Requests \(0\)](#)
- [Search Orders](#)
- [Maintain Sub-Requestors \(0\)](#)

Sub-Requestor Options

- [Create Request](#)
- [Create eCatalog Request](#)
- [View Requests \(0\)](#)

Data Warehouse
Use this to search all orders contained within the purchasing system, as of the previous day. It includes the ability to view legacy orders from the PO-Lite and SubPO systems.

Vendor Search
Use this to find and view the Vendors that are available in the system.

Help
This link will take you to the CNC support site for the purchasing system.

How Old Is That Form You're Using?
Do you have the most current form for your procurement order? Please check the Forms & Resources link, https://bfs.ucr.edu/resources#procurement_services. There you will find the most up-to-date forms being utilized to assist you in obtaining goods and services.

Using the most current form will save time and assist Procurement in expediting your order.

As a reminder, if you are hiring an individual to provide a service, the Independent Contractor Classification Form is required, and can be found on the Forms page.

Need additional assistance? Check out the Department Contacts link at <https://procurement.ucr.edu/department-contact> or send an email to: purchasing@ucr.edu

We look forward to serving you!

Requestors can create a request and submit it directly to the Purchasing Assistant for processing.

Alternatively, a Sub-Requestor (student) can create the request and send it to the Requestor (PI) for review and approval.

Non-eCatalog Orders cont.

All fields in red must be completed. To ensure your order is placed with the correct vendor please complete the Vendor Name field by either using the "Vendor Search" button or by manually typing in the vendor name.

Click the "Add Line" button to open a pop up window where you will need to enter the relevant information for the item(s) you need to order.

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eBuy - Purchase Order & Requisition System

Ctrl#: BECKJOR20190910142050 Status: WIP

User Contact: User Phone:

Date Needed: 10/01/2019 (MM/DD/YYYY) Acct Structure: D01002

Order Description:

Vendor Name: Vendor Search Clear

General Comments Attachments Deliver To Routing

Add Line

Sub Total: \$.00
Tax: \$.00
Total: \$.00

Funding Source (this information is optional): [Understanding how to complete Funding Source](#)

Enter funding resource to be used for this order:

Specify FAU

Account	Activity	Fund	Function	Cost Center	Project Code	Amount (%)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	100

Add FAU Display FAU Descriptions Favorites Clear

Submit Save & Exit Cancel Request Exit (No Save)

Begin by completing the required red italic fields. You must also include the vendor name. You can either use the Vendor Search button or enter the vendor name manually.

Click the "Add Line" button to enter needed items (a pop-up window will appear).

Non-eCatalog Orders cont.

In the pop up window please complete all fields for the item(s) you need to order. If you need to order multiple *separate* items, you can click the "Save & Add Next" button to add another line on your purchase order.

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eBuy - Purchase Order & Requisition System

Quantity:

Unit of Measure:

Description: Enter product name
Purpose: Use/Application
Purchase Details

Catalog Number:

Unit Price:

Taxable: Yes No

Enter your order information here. Red italics indicate a required field.

If you have the item SKU, Part or Manufacturer number please enter that information.

Please add the unit price per item. Generally all good(s) are taxable; research good(s) may be permitted to reduced sales tax terms if applicable.

You can then either "Save" or "Save & Add Next" if you have multiple lines of items to enter.

Non-eCatalog Orders cont.

When you have completed filling in the order form click the "Submit" button and the order will be sent directly to the Purchasing Assistant. The assistant will review the information, place the order and request a confirmation from the vendor.

The steps are the same for Sub-Requestors except their order goes to the PI once submitted. An email is sent to notify the (PI). Once the PI reviews the order and indicates a funding source, he/she then clicks the submit button and the order is sent directly to the Purchasing Assistant.

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eBuy - Purchase Order & Requisition System

Ctr#: BECKJOR20190910142050

User Contact: User Phone:

Date Needed: 10/01/2019 (MM/DD/YYYY) Acct Structure: D01002

Order Description:

Vendor Name: Vendor Selection:

General | Comments | Attachments | Deliver To | Routing

Add Line

Funding Source (this information is optional): [Understanding how to complete Funding Source](#)

Enter funding resource to be used for this order:

Specify FAU Account	Activity	Fund	Function	Cost Center	Project Code	Amount (%)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	100	Favorites Clear

Add FAU

You can include attachments as needed, such as quotes and approvals. You can also leave comments for special handling, urgency, etc.

Requestors **MUST** indicate the funding source to be charged (IC, NSF, Academic Senate, etc.) otherwise the Purchasing Asst. cannot proceed with the order and there will be a delay in processing.

You **DO NOT** need to list the specific FAU. The Purchasing Asst. will fill this in based on the funding source description you provide.

Click the "Submit" button once you are ready to send the order to the Purchasing Asst.

eCatalog Orders

To initiate an eCatalog request click "Create eCatalog" Request under the Requestor Options.

A Sub-Requestor can also initiate an eCatalog request by clicking "Create eCatalog" under the Sub-Requestor Options.

UNIVERSITY OF CALIFORNIA, RIVERSIDE UCRIVERSIDE

eBuy - Purchase Order & Requisition System

Main Menu
Welcome, Becki Jo M Ray

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Requestor Options

- [Create Request](#)
- [Create eCatalog Request](#)
- [View Requests \(0\)](#)
- [Search Orders](#)
- [Maintain Sub-Requestors \(0\)](#)

Sub-Requestor Options

- [Create Request](#)
- [Create eCatalog Request](#)
- [View Requests \(0\)](#)

Data Warehouse
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Use this to find and view the Vendors that are available in the purchasing system. This link can also be used to request new Vendors.

Help
This link will take you to the CN

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We look forward to serving you!

eCatalog has a list of vendors who have an agreement with the University. Shopping through eCatalog is similar to shopping on other on-line sites such as Amazon.com.

eCatalog Orders cont.

All fields in red must be completed before you can shop in the catalog. Once you have completed the required fields click the "Shop" button to launch the eCatalog within the same web browser tab.

The screenshot shows the 'eBuy - Purchase Order & Requisition System' interface. At the top, it displays 'UNIVERSITY OF CALIFORNIA, RIVERSIDE' and the 'UCRIVERSIDE' logo. The main header is 'eBuy - Purchase Order & Requisition System'. Below this, a form contains the following fields:

- Ctrl#:** BECKIJOR20190910152521
- Status:** WIP
- User Contact:** (Red italicized text)
- User Phone:** (Red italicized text)
- Date Needed:** 10/01/2019 (Red italicized text)
- Order Description:** (Red italicized text)
- Vendor Name:** (Red italicized text)
- Act Structure:** D01002
- Vendor Search:** Clear

Below the form are tabs for 'General', 'Comments', 'Attachments', 'Deliver To', and 'Routing'. A 'Shop' button is located at the bottom left of the form area. A red box with an arrow points to the 'Shop' button with the text: 'Click the "Shop" button to launch the eCatalog.' Another red box with arrows pointing to the red italicized fields contains the text: 'Begin by completing the required red italic fields.' To the right of the 'Shop' button, a summary table shows:

Sub Total:	\$.00
Tax:	\$.00
Total:	\$.00

Below the summary table is a section for 'Funding Source (this information is optional):' with a link 'Understanding how to complete Funding Source'. It includes a text input field for 'Enter funding resource to be used for this order:'. Below this is a table for 'Specify FAU' with columns: Account, Activity, Fund, Function, Cost Center, Project Code, and Amount (%). The 'Amount (%)' column has a value of '100'. There are 'Add FAU' and 'Display FAU Descriptions' buttons. At the bottom, there are buttons for 'Submit', 'Save & Exit', 'Cancel Request', and 'Exit (No Save)'.

eCatalog Orders cont.

Vendors listed in the "Hosted Catalog Suppliers" menu require you to know the item or part number that you are searching for.

Vendors listed in the "Punch-Out" menu have direct links to their website with UCR pricing. You can simply browse and add items to the cart as needed. Once you click "checkout" the cart information is automatically populated in eBuy. Items ordered via the Punch Out section are automatically sent to the vendor.

Shopping Dashboard

Shop > Shopping > Shopping Home > Shopping Dashboard

Becki Jo Ray | 0.00 USD | Search (Alt+Q)

Shop > Shopping > Shopping Home > Shopping Dashboard

Shop

Search Everything Product Keywords, Description, Supplier, Manufacturer

Advanced Search

Organization Message

We now have a punch-out for Bio-Rad for configurables only. Regular items will still need to be ordered either through the Hosted catalog, or through Storehouse. Thank you.

We have a new hosted catalog. Medline has been added for the purchase of medical and scientific supplies.

Our sales rep is:

Gia Esposito
Account Manager
Scientific Product Sales
Medline Industries, Inc.
310-505-2823
800-817-2926 (Customer Service)
gesposito@medline.com

Sharp Electronics has been added for the purchase of Laser Printers, along with related products and support. Our sales rep is Sarah Razi. 888-258-2802 x1822

Showcases

Hosted Catalog Suppliers

Abcam / Antibodies	BIO-RAD Life Science	GED Electrical & Lighting	Cal Signaling Antibodies, Specialty Reagents	Controlco, Inc. Building Management Systems	ependorf Equipment and supplies
FASTENAL Tools and Hardware	Fisher Scientific General Lab Supplies	GRAINGER Tools and Hardware	illumina Gene sequencing	Johnson Controls Inc. Bldg Ctrls/ Mgmt	Neta Scientific Lab Glass, Plastic, Pipettes
ParkView Radiochemicals	RAININ Pipetting 360	Sharp Electronics Corporation Laser Printers	spectrum General Lab Supplies	Waters General Lab Supplies	WAXIE Janitorial Supplies

Punch-out

AwardsBurger	Apple products	BH Camera, Photo & A/V Supplies	BIO-RAD Configurables Only	CDWG Computer Peripherals	DELL Computers
horizon Dharmacon	Impak Electronic components	FASTENAL Tools and Hardware	Fisher Scientific General Lab Supplies	GRAINGER Tools & Hardware	Henry Schein Medical Supplies
hp Laptops and desktops	MCK McKesson Medical Supplies	Medical Supplies	Office DEPOT	sh Computer Software	BERNARD HUBBARD Chemicals

Vendors in this menu require you to know the item or part number you want to order.

Vendors in this menu have direct links to their website with UCR pricing.

Adding Sub-Requestor Roles

Only the Requestor can assign Sub-Requestor roles. The Sub-Requestor must complete the mandatory Purchasing training through the UC Learning Center (LMS) and have a NetID in order to be granted access.

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Requestor Options

- [Create Request](#)
- [Create eCatalog Request](#)
- [View Requests \(0\)](#)
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- [Maintain Sub-Requestors \(0\)](#)

Sub-Requestor Options

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Using the most current form is essential to ensure that your procurement order is processed correctly. If you are using an outdated form, an Intractor Classification Form is required, and can be found on the Forms page.

Need additional assistance? Check out the Department Contacts link at <https://procurement.ucr.edu/department-contact> or send an email to: purchasing@ucr.edu

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Adding Sub-Requestor Roles cont.

You can enter multiple Sub-Requestors as long as they have:

- completed the required training
- a NetID
- purchasing authority for your lab

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eBuy - Purchase Order & Requisition System

Maintain Subrequestors

Active Sub-Requestors
Information about the Sub-Requestor role

Net ID	Name	Action
--------	------	--------

[Add New Sub-Requestor](#)

Done

Select NetID

Search for Net Ids
Please enter the first name, last name or Net ID to search for:

First Name	Last Name	Net ID	Action
Alyssa	Villela	avill060	Add
Carisa	Villela	cvill032	Add
James	Villela	javill191	Add
Mark	Villela	mvill010	Add
Mark	Villela-Garcia	mvill010	Add

First, click the "Add New Sub-Requestor" link. A pop up box will appear.

Enter the last name in the search field, then "Add" the appropriate person from the list.

Viewing Requests & Searching Orders

Requestors can View Requests (WIP) or Search Orders from within the Requestor Options section on the eBuy main menu.

Click "View Requests" to view those that are a Work in Progress (WIP). Note that a zero (0) indicates there are no requests pending.




Click "Search Orders" to view those that have been submitted by your department Purchasing Assistant.

UNIVERSITY OF CALIFORNIA, RIVERSIDE UCRIVERSIDE

eBuy - Purchase Order & Requisition System

Main Menu
Welcome, Becki Jo M Ray

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Vendor Search		Data Warehouse Use this to search all orders contained within the purchasing system, as of the previous day. It includes the ability to view legacy orders from the PO-Lite and SubPO systems.
Data Warehouse		Vendor Search Use this to find and view the Vendors that are available in the purchasing system. This link can also be used to request new Vendors.
Reports		Help This link will take you to the CNC support site for the purchasing system.
View Campus Agreements		
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Requestor Options

Create Request	How Old Is That Form You're Using? Do you have the most current form for your procurement order? Please check the Procurement webpage at procurement.ucr.edu and then select the Forms & Resources link, https://bfs.ucr.edu/resources#procurement_services . There you will find the most up-to-date forms being utilized to assist you in obtaining goods and services.
Create eCatalog Request	Using the most current form will save time and assist Procurement in expediting your order.
View Requests (0)	As a reminder, if you are hiring an individual to provide a service, the Independent Contractor Classification Form is required, and can be found on the Forms page.
Search Orders	Need additional assistance? Check out the Department Contacts link at https://procurement.ucr.edu/department-contact or send an email to: purchasing@ucr.edu
Maintain Sub-Requestors (0)	We look forward to serving you!

Sub-Requestor Options

Create Request	
Create eCatalog Request	
View Requests (0)	

View Requests

View Requests (WIP) are orders submitted by Sub-Requestors or orders that you have saved, but have not submitted to your department Purchasing Assistant.

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eBuy - Purchase Order & Requisition System

Request Search

Ctrl # Status
 WIP (Request) Submitted

Order Description:

Vendor:

Submitted Between: (MM/DD/YYYY) and (MM/DD/YYYY)

[Export To Excel](#)

Request(s) - WIP(Work in Progress)

Row#	Ctrl #	Description	Vendor Name	User Cont.	Status	Action
No data found.						

Search Orders

Search Orders gives you the ability to search your previous orders, your Sub-Requestor's orders, or other orders in your department.

UNIVERSITY OF CALIFORNIA, RIVERSIDE

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eBuy - Purchase Order & Requisition System

Search Orders

Ctrl #

PO #

Org

Order Description:

Vendor:

Submitted Between (MM/DD/YYYY) and (MM/DD/YYYY)

Starts With

Contains

Export To Excel

Display Columns

Status

Buyer - WIP Cancelled Closed Encumbered

OK to Pay PR Sent Submitted WIP

Order Type

DAPO ProCard Requisition eCatalog eQuote

Use any one or all of the available fields to help narrow the search for your orders.

Click "Check All" in the Status section to include all options available.

Additional Assistance

If you require additional assistance or have questions, please contact your departmental Purchasing Assistant.

Bioengineering

Angela Cherry
(951) 827-4303
angela.cherry@ucr.edu

Computer Science and Environmental Engineering

Sara Galloway
(951) 827-2401
sara.galloway@ucr.edu

Materials Science and Engineering

Christina Gnuschke
(951) 827-3392
christina.gnuschke@ucr.edu

Chemical and Environmental Engineering

Deanna Vorhees
(951) 827-2423
deanna.vorhees@ucr.edu

Electrical and Computer Engineering

Eva Barriga
ecepurchasing@ece.ucr.edu

Mechanical Engineering

Juana Guerrero
(951) 827-2414
juana.guerrero@ucr.edu