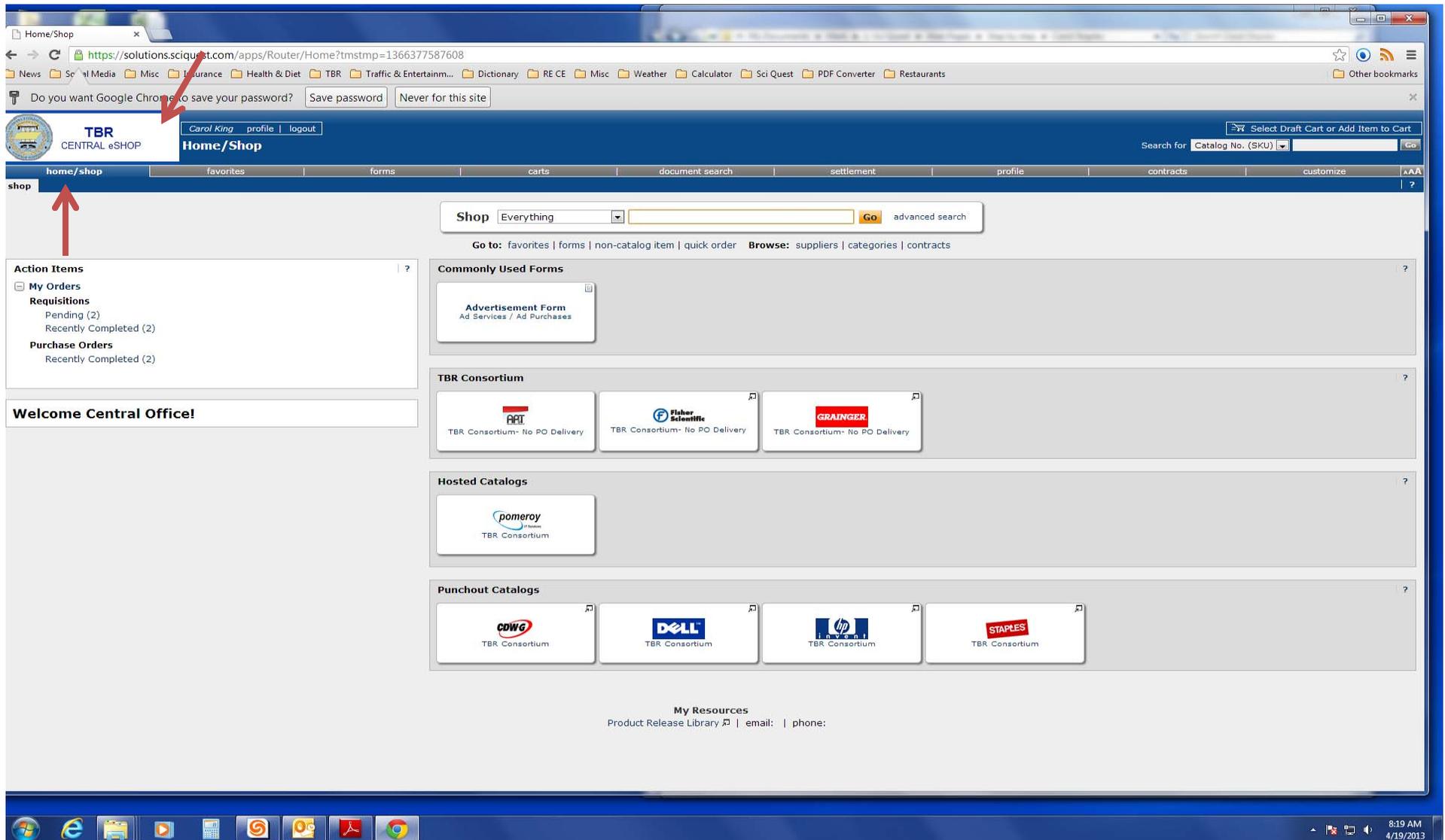


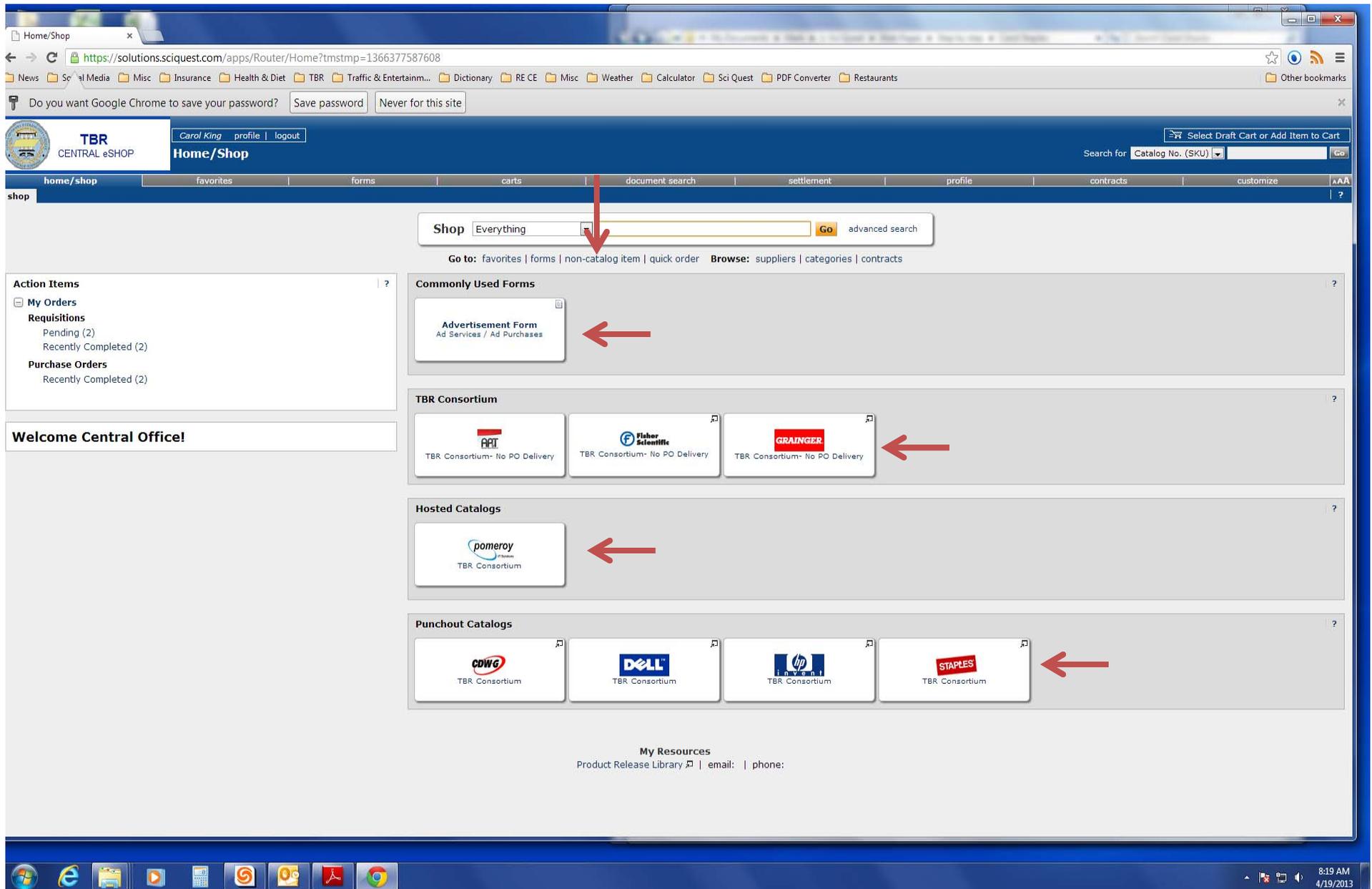
**TBR**  
CENTRAL eSHOP

# Training Presentation

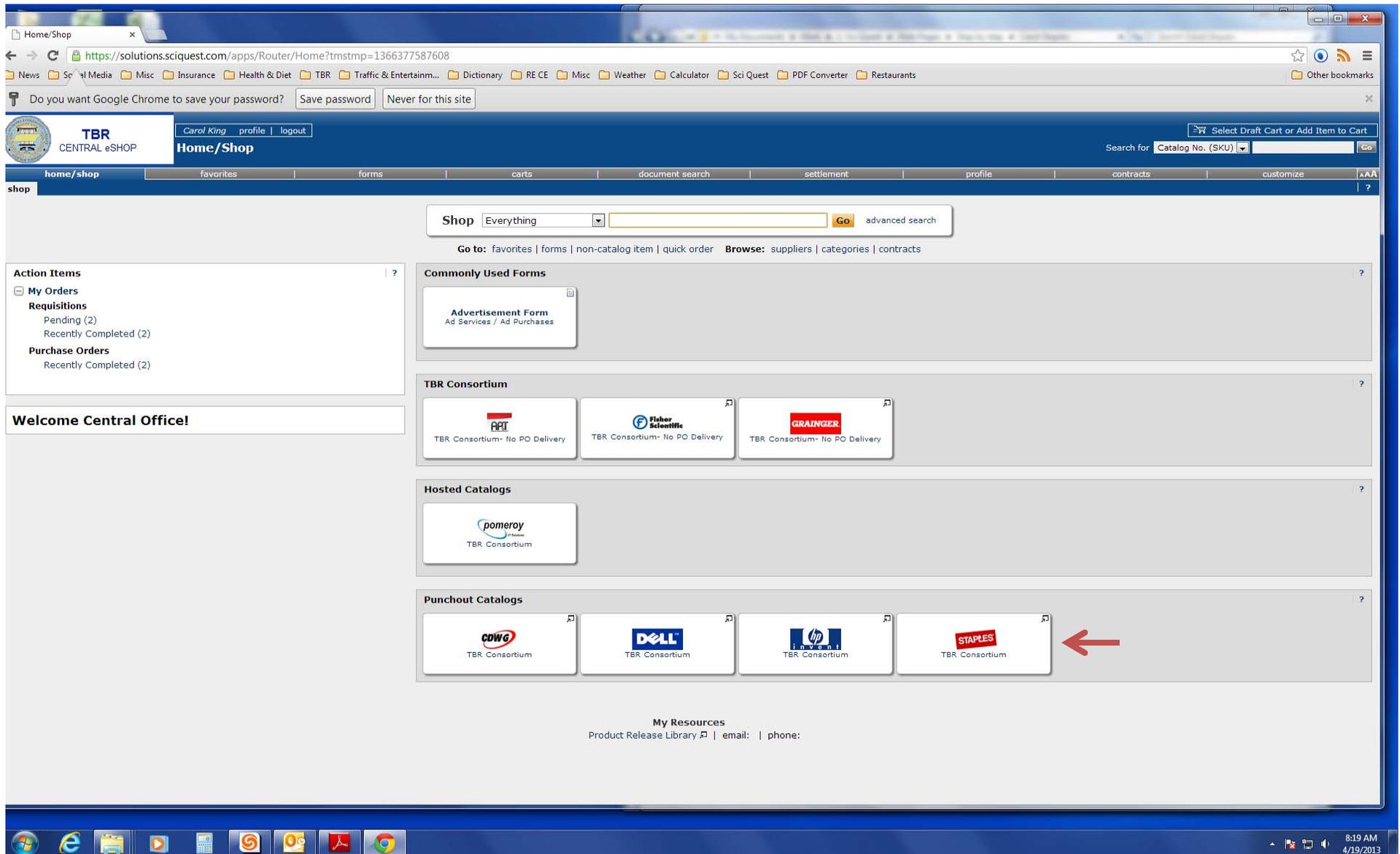
## Creating a Shopping Cart



The Home/Shop page is the starting point for creating a shopping cart. To get to the Home/Shop page go to the Home/Shop tab or select the TBR Central eSHOP logo.



From the Home/Shop page the Shopper can click on one of the catalog suppliers, commonly used forms or the non-catalog item tab.



If the Shopper selected the Staples icon (or any one of the Punchout catalogs) the User would be directed away from the TBR Central eShop and to the suppliers web site.

Punch-out

https://solutions.sciquest.com/apps/Router/PunchoutFrameSet?ReturnUrl=%2Fapps%2FRouter%2FHome&supplierId=4059364&punchoutSessionId=&punchoutOperation=create&requestContext=Showcase&tmstamp=1366379174945

SelectSite Punchout Cancel Punch-out

STAPLES Advantage

Customer ID: 1033321ATL

Home | Customer Service | Messages (0)

0 Items \$0.00 View Checkout

Search

My Orders My Account Ink & Toner Finder

Quick Order Qty. Add to Cart Order Multiple Items Your Shopping Lists Please select a list

Need to restock? Find your ink and toner here. Shop now

Products listed will reflect your company's assortment.

Featured Products View All

Post-it® Pop-Up Note Dispenser with Notes, 3" x 3", Glass/Cork \$24.07 PK/12 Qty. 1 Add to Cart Staples Item # 421553 MFR Item # GC330VA

Sustainable Earth by Staples® Remanufactured Toner Cartridge, Brother TN-45... \$35.15 EA/1 Qty. 1 Add to Cart Staples Item # 400229 MFR Item # SEBTN450R

BIC® ecoLutions™ Round Stic Ballpoint Pens, Medium Point, 1.0 mm, Bla... \$7.76 PK/50 Qty. 1 Add to Cart Staples Item # 409908 MFR Item # GSME509BLK

Basics for every office. Shop now

All the tech you need. Shop now

8:46 AM 4/19/2013

At this point the Shopper is no longer in the TBR Central eSHOP. From the Staples web site the Shopper can shop by category, shop by products, shop by featured products or even create a shopping list. Add selected items to a shopping cart, similar to the shopping experience at Amazon.

The screenshot shows the Staples Advantage website interface. At the top, there is a navigation bar with the Staples Advantage logo, a search bar, and a shopping cart icon showing 0 items for \$0.00. Below the navigation bar, there is a "Shop By Category" section with a dropdown menu. The "Paper | Notebooks | Cards" category is selected, and a pop-up window displays a list of products including Copy Paper, Drawing | Art | Construction, Easel Pads, Greeting Cards, Index Cards, Laser Cards, Message Books, Notebooks, Padholders, Photo Paper, Post-It Notes, and Quadrille | Columnar Paper. The pop-up window also shows a "Quick Order" section with a quantity of 1 and an "Add to Cart" button. The main content area features a banner for "Need to restock? Find your ink and toner here." and a grid of product listings, including Staples Multipack Binder Clips, Pentel R.S.V.P. Ballpoint Pens, Sanford Uni-ball Gel RT Rollerball Pens, Dell Toner Cartridge, and BIC eColutions Round Stic Ballpoint Pens.

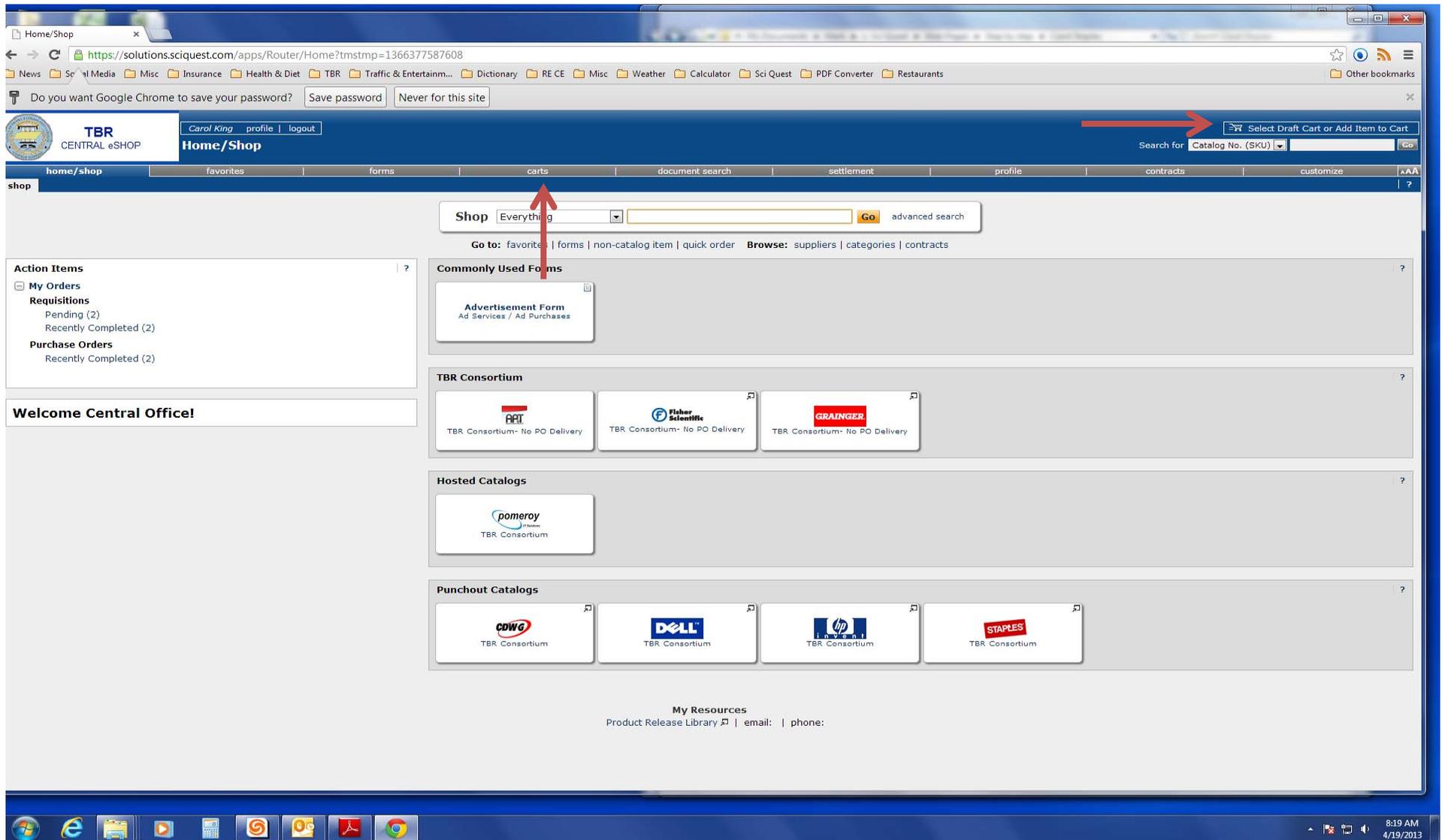
If the Shopper selects the Paper category from the shop by category section, a new pop up window will appear. From that window, if the shopper selected copy paper, the next page will show a selection of copy paper choices.

The screenshot shows a web browser window with the URL <https://solutions.sciquest.com/apps/Router/PunchoutFrameSet?ReturnUrl=%2Fapps%2FRouter%2FHome&supplierId=4059364&punchoutSessionId=&punchoutOperation=create&RequestContext=Showcase&tmstmp=1366403282876>. The page is titled "SelectSite Punchout" and features the "STAPLES Advantage" logo. The customer ID is 1033321ATL. The page includes a search bar, a shopping cart with 0 items for \$0.00, and a checkout button. The main navigation includes "Shop By Category", "My Orders", "My Account", and "Ink & Toner Finder". The search results are for "Copy Paper | Paper" (457 results). A red arrow points to the "Card & Cover Stock Paper (30)" product. Other products listed include Certificate Paper (11), Colored Paper (71), Computer Paper (30), Copy Paper (96), Fax Paper (6), Fine Business Paper (98), InkJet Paper (17), Laser Cut Sheets (16), Laser Paper (40), Multi-Purpose Paper (68), and Wide Format Paper (19). The Windows taskbar at the bottom shows the time as 3:31 PM on 4/19/2013.

At this point the Shopper can select the desired paper product.

The screenshot shows the Staples Advantage website interface. At the top, the browser address bar displays the URL: <https://solutions.sciquest.com/apps/Router/PunchoutFrameSet?ReturnUrl=%2Fapps%2FRouter%2FHome&supplierId=4059364&punchoutSessionId=&punchoutOperation=create&RequestContext=Showcase&tmstamp=1366403282876>. The page header includes the Staples Advantage logo, a customer ID (1033321ATL), and navigation links for Home, Customer Service, and Messages (0). A shopping cart icon shows 1 item for \$68.12, with a 'Checkout' button next to it. A search bar is located below the header. The main content area is titled 'Shop By Category' and includes a 'Click To See All Categories' button. Below this, there are sections for 'My Orders', 'My Account', and 'Ink & Toner Finder'. A 'Quick Order' section allows for adding items to the cart. The main product listing is for 'Copy Paper', showing 96 matches. The first product is 'Staples® Copy Paper, LETTER-Size, 92/104 US/Euro Brightness, 20 lb., 8 1/2" x 11", 5,000 Sheets/Ct' priced at \$34.06. The quantity is set to 2. Other products include 'Staples® Copy Paper, LETTER-Size, 92/104 US/Euro Brightness, 20 lb., 8 1/2" x 11", 5,000 Sheets/Ct' for \$167.99, '\*40 CASES\* SPLS 8.5X11 COPY CS' for \$1,229.38, and 'Hammermill Color Copy Paper, LETTER-size, 100/112+ US/Euro Brightness, 28 lb., 8 1/2" x 11" W, 2,500 Sheets/Ct' for \$62.55. The left sidebar contains filters for 'All Products Match', 'Narrow your results by', 'Product Type', 'Brand', 'Paper Size', and 'Paper Brightness'. The bottom of the page shows the Windows taskbar with various application icons and the system clock indicating 3:32 PM on 4/19/2013.

The shopper also selects the quantity of the order and the order is placed in the shopping cart. At this point if the Shopper clicks the checkout button, the order will be placed with Staples and the shopping cart will be created and returned to the TBR Central eSHOP.



Once the Shopper has been returned to the TBR Central eSHOP, the newly created shopping cart can be retrieved by clicking on the Carts navigation tab along the top middle or by clicking on the Carts window in the top right of the Home/Shop screen.

Cart - Draft Requisition

https://usertest.sciquest.com/apps/Router/SimpleCart?ReqId=920693&tmstmp=136660730582

2013-02-07 mhodges 02 | 33 item(s), 98.67 USD

Search for Catalog No. (SKU) Go

home/shop | favorites | forms | **carts** | approvals | document search | supplier management | settlement | profile | more >>

active cart | draft carts | other draft carts | assigned carts | favorites | my requisitions | reminder settings

Shopping Cart for Mark Hodges

Name this cart: 2013-02-07 mhodges 02

Have you made changes? Update

33 Item(s) for a total of 98.67 USD

Proceed to Checkout or **Assign Cart**

Staples Business Advantage

The item(s) in this group was retrieved from the supplier's website. What does this mean?

Need to make changes? MODIFY ITEMS | VIEW ITEMS Item(s) was retrieved on: 2/7/2013 10:56:43 AM

Line(s): 1

Product Description	Unit Price	Quantity	Total
Item added on Feb 7, 2013 <b>Staples® Index Cards, Unruled, White, 3"H x 5"W, 500/Pk</b> Remove Part Number: 233593 Manufacturer Info: 23631 - (STAPLES) Contract: 102 Commodity Code: 645 Paper for Office and Print Shop Use	2.99 USD PK change price...	33 Update	98.67 USD

See configuration for this requisition  
view carts  
view cart history

https://usertest.sciquest.com/apps/Router/ReqCart?tmstmp=136660728419

2:59 PM 4/22/2013

If you are a Shopper, you will assign the cart to the appropriate Requestor for your department, by clicking on the Assign Cart link towards the top right of the screen.

The screenshot shows a web browser window displaying a 'Cart - Draft Requisition' page. The page header includes the TBR CENTRAL eSHOP logo and the user's name, Mark Hodges. The main content area shows a shopping cart for Mark Hodges with one item: Staples® Index Cards, Unruled, White, 3"H x 5"W, 500/Pk. The item's unit price is 2.99 USD, the quantity is 33, and the total is 98.67 USD. An 'Assign Cart' dialog box is open in the top right corner, containing a text input field for 'Assign Cart To:' and a 'Note To Assignee:' field. The dialog also includes an 'Assign' button and a 'Cancel' button. A red arrow points to the 'Assign' button. The browser's address bar shows the URL 'https://usertest.sciquest.com/apps/Router/SimpleCart'. The Windows taskbar at the bottom shows the system tray with the date 4/22/2013 and time 2:59 PM.

As a Shopper, once you have clicked on the Assign Cart link, you will see the box that appears in the top right portion of this screen. This box is where you will type the name of the Requestor that you are assigning the cart to. Once you have selected the Requestor that you are assigning the cart to, click on the Assign button.

Cart - Draft Requisition

https://usertest.sciquest.com/apps/Router/SimpleCart?ReqId=920693&tmsmp=1366660730582

2013-02-07 mhodges 02 | 33 item(s), 98.67 USD

Search for Catalog No. (SKU)

home/shop | favorites | forms | carts | approvals | document search | supplier management | settlement | profile | more >>

active cart | draft carts | other draft carts | assigned carts | favorites | my requisitions | reminder settings

Shopping Cart for Mark Hodges

Name this cart: 2013-02-07 mhodges 02

Have you made changes? Update

Help | Add Non-Catalog Item | Empty cart | Perform action on (0 items selected)... | Select All

Staples Business Advantage

The item(s) in this group was retrieved from the supplier's website. What does this mean?  
Need to make changes? MODIFY ITEMS | VIEW ITEMS | Item(s) was retrieved on: 2/7/2013 10:56:43 AM  
Line(s): 1

Product Description	Unit Price	Quantity	Total
Item added on Feb 7, 2013 Remove Staples® Index Cards, Unruled, White, 3"H x 5"W, 500/Pk Part Number 233593 Manufacturer Info 23631 - (STAPLES) Contract 102 more info... 102_Staples change... Commodity Code 645 Paper for Office and Print Shop Use	2.99 USD PK change price...	33 Update	98.67 USD

See configuration for this requisition  
view carts  
view cart history

https://usertest.sciquest.com/apps/Router/ReqCart?tmsmp=1366660728419

2:59 PM 4/22/2013

If you are both a Shopper and a Requestor you do not need to assign the cart to yourself. As a Requestor you will select Proceed to Checkout, which will be covered in the training for submitting a requisition.

Congratulations, you have just created a TBR Central eSHOP shopping cart!

If you are also a Requestor, please see the TBR Central eSHOP training presentation for submitting the requisition.

Thank You!