CUBuyplus® Browser's Guide

Logging In

1. Open your web browser.
2. In the address field, type: https://creighton.unimarket.com/app/login
3. The login page will appear.
4. From the Username field, type your ***NetID.***
5. From the Password field, type the ***password*** you created.
6. Press **Enter** or click **Login**.
7. The CUBuyplus® home page will appear.

If you experience any issues logging in, please contact the Business Service Center at 280-2920 or by email at cubuyplus@creighton.edu.

Shopping by Catalog

1. Click on the **supplier catalog** that you wish to shop.
2. The products available within the catalog will appear.
3. Browse or page through the products available.
4. The list of products can be narrowed by typing in a ***product name*** in the search field at the top of the screen.
5. The sort option of products defaults to Name but can be changed to Code, Lowest Price, or Highest Price.
6. Clicking on the ***product title*** may display more information about the product.
7. Depending upon the item, there may be a View or Get Quote button.
   a. If there is a View button, click **View** and then select the necessary Configuration options; i.e. Size, etc.
   b. If there is a Get Quote button, click **Get Quote** to generate a Request for Quote. See the Request for Quote Documentation for specifics.
8. When you have decided on a product to order, type the ***quantity*** in the Quantity field to the left of the Add to cart button.
9. Click the **Add to cart** button.
10. A confirmation message will appear and the shopping cart in the header bar will update to reflect the total number of products along with the dollar amount.
11. Repeat steps #3 – 9 for as many products as you need to order from this supplier.

Shopping by Roundtrip (Punchout)

1. Click the **supplier** that you wish to shop.
2. Click the **roundtrip icon** or **supplier name** to go to the supplier's website.
3. Each supplier's website will be different. Browse and search for products as if you had come to the supplier's website directly.
4. Add products that you wish to purchase to your cart or order on the supplier's website by clicking the **Add button**.
   NOTE: The terminology of the button to click will vary based on the supplier's website.
5. When finished shopping, click the **Checkout** or **Submit Requisition button** to return to CUBuyplus®.
   NOTE: The terminology of the button to click will vary based on the supplier's website.
6. You will be returned to your shopping cart in CUBuyplus® with the products you had selected.

Shopping by Manual Order

1. Click the **supplier** that you wish to shop.
2. Click the **paper/pencil icon** or **Create a Non-Catalog Item link** to enter the products to order.
3. From the Item Name field, type in the ***name of the product*** to be ordered.
4. Click the **Next button**.
5. Products similar to what you entered will appear on the screen. If one of these products could be ordered instead, type in the ***quantity*** and click **Add to Cart**. If the products displayed are not the same, click **Next** to continue.
6. Type in the ***product information***.
   NOTE: Fields marked with a red asterisk are required fields.
   a. **Unit Price** – type in the ***cost*** of one product.
   b. **Unit of Measure** - type in the ***Unit of Measure*** or select it by clicking on the **magnifying glass.**
   c. **Category** – type in the ***category code*** or select it by clicking on the **magnifying glass**. The category is equivalent to the Commodity Code in Banner.
   d. **Description** – basic description of product.
   e. **Product Code** - supplier's product number.
   f. **Manufacturer Part ID** – manufacturer identifier for the product.
7. Next to the Add to cart button, type in the ***quantity*** to be ordered.
8. Click the **Add to cart button**.
9. You will be returned to the product screen to enter the next product. Repeat steps # 3 – 8 for each product that needs to be ordered.

Shopping Cart

The shopping cart appears in header bar. The number of products and total cost will appear.

Reviewing the Shopping Cart

1. Click the **shopping cart icon** to view the products that have been added.
2. All products in the cart will appear by supplier with an individual supplier total.
3. To adjust the quantity of any product, type the ***new quantity*** into the Quantity field of the product. Press **Tab** to update the information.
   NOTE: A confirmation message will appear.
4. To remove any product from the cart, click the **red X icon** next to the Quantity field.

5. To remove all products from the cart, click **Clear Shopping Cart** in the upper right hand portion of the screen.

Creating a Template

If you have products that you regularly order, you can create a template that can be reused every time you need to order those products. The products to be added to the template need to be in the cart before proceeding.

1. From the cart screen, click **Create Template**.
2. The Create Template screen will appear.
3. The radio button for Create a new template will be selected. Type a ***name*** for the template in the field to the right.
4. If a template has already been created and needs to be changed, select **Replace an existing template** and select the template from the list.
5. Click **OK**.
6. Once a template has been created, it can be accessed by clicking on **Marketplace** in the menu bar and selecting **Template Orders**. The following options are available:
    a. **Use** – click **Use** to add the products to your cart. Doing so will replace anything that is currently in the cart.
    b. **View** – click **View** to see all products in the template. Pricing is updated as it changes.
    c. **Delete** – click **Delete** to permanently delete the template. A confirmation message will appear prior to deletion to confirm your selection.

Initiating the Checkout Process

Products appearing in the shopping cart with a checkmark will be forwarded on. If you do not wish to order a product yet but don't want to delete it from the shopping cart, click the **checkbox** to remove the check.

To initiate the checkout process, click the **Checkout** button at the bottom of the page.

1. From the **Ship To Attn** field, the login name will appear. If the order needs to go to another person's attention, type ***their name***.
2. In the **Bill To** field, leave ***Creighton University Accounts Payable***.
3. The **Delivery Date** field is optional. No guarantee that the supplier is reading this field. Rush orders should be communicated directly to the supplier.
4. **Account** information – this is the accounting information (FOAPAL) that needs to be charged for this order. Hovering over the field will provide the field name. Selecting the magnifying glass after the field will search for valid values. Browsers should enter as much as they know and provide notes to the Buyer in the reassignment step.
5. From the **Justification** field, type ***why this order is needed as well as any other explanation***.
6. Any documentation that you have to attach as justification can be added by clicking **Add Attachment**.
    a. Click the **Browse button**.
    b. Navigate to where the file is saved and select it.
    c. Click **OK** once the file is listed.
    d. Each file added will be listed in the Attachment section. To delete a file that was added, click the appropriate **Delete button**.
7. Order Attachments – Attachments added here will be sent to the supplier.
8. Order Receiving – Default is **Receive Manually** and should be used for all orders.
9. Save – Allows the user to save the requisition for completing later. The request becomes a requisition, will be assigned a requisition number and will be in an incomplete status. Make note of the requisition number to refer back to.
10. Reassign – When request is completed, the user will want to select **Reassign**. From the drop down menu, select the BSC Specialist assigned to your department. Enter any information that needs to be communicated to the BSC Specialist such as grant being used, blanket order, special instructions, etc. in the note section. Some data must be entered to proceed.

Tracking Incomplete Requisitions

After a requisition has been saved or assigned, the progress can be monitored from the Dashboard on CUBuyplus®.

- To view saved requisitions, click on the **Tasks** icon and select **Incomplete Requisitions**.
- Access Assigned Requisitions by selecting **View Requisitions** located under **Order** on the **Task Bar**. Filter by entering the requisition number and/or selecting **Incomplete** from the **State** drop down.

Receiving

When an order is physically received, complete the receiving within CUBuyplus® for the entire order or by individual items.

1. Orders that need to be received can be viewed in the Open Receiving area of the information section of the Dashboard.
2. Access the receiving menu from the upper right hand corner of order or to the right of each line item.
3. If the Receiving Date is different than the current date, click the **Calendar icon** and select the **date** the order was received.
4. If there are any notes to make regarding the receipt of the order, type the ***notes*** in the Note field.
5. The quantity of each item that was ordered will appear in the Quantity column. Click **OK** to receive the entire order.
6. The Receiving State will now show closed.