How to login to Bronco eBuy

- Access the main page of the FSU website- www.uncfsu.edu
- Click on Faculty and Staff
- Under Administrative services select-Business and Finance
- Then Services and Division
- Then select Purchasing – Login page will occur, use your same user id and password as would at the computer at your desk. Login issues please contact Mr. James Campbell at ext. 1091.

Login Page to get to Bronco eBuy

- Note if the first step is your profile information please make the necessary corrections and then saved.
- Click on Home/Shop to get to the main shopping page of the Bronco eBuy site.
The main shopping area of Bronco eBuy

How to search for items on Bronco eBuy

- **Product Search** - allows users to quickly find items from multiple suppliers
- **Simple search (shop at the top)** - allows users to enter one or more keywords in a text box and quickly review search results. Simple search can be performed across all products vertical OR one specific product vertical.
- **Advance Search** - allows users to enter additional criteria to generate more specific search results than with simple search.

Browse by Supplier:

- This task allows users to see what other suppliers are available that is not shown on the Home/Shop page of Bronco eBuy. And what items and categories are available for a supplier (hosted catalog suppliers only).
Non Catalog Item Entry

- Non-catalog items are entered when a requisitioner cannot find the item or services needed from a hosted catalog Supplier or a Punch out catalog suppliers. The Non-catalog item screen is an overlay “popup” that can be accessed from various places in the application.

Shopping from Punch –Out Suppliers

- Punch-out shopping allow users to access a supplier’s external website, shop directly on the site, and return selected items back to the cart for processing in Bronco eBuy.

Quick Order

- This task allows users to enter a product catalog number (sku) and if an exact match is found, the item is automatically added to the cart. Both the supplier and the manufacturer part numbers are searched with Quick Order. The functionality is for hosted catalogs only and up to five catalog numbers can be entered at once.

Product Comparison

- The comparison function provides a side by side, detailed comparison of two or more products or items.
- Products found across multiple pages of products search results can be compared to one another.

How to add items to your cart

- Click the add to cart option to place the items that your purchasing in your cart. This process is building your requisition.
- Example: search (simple): Chair
- Add quantity: 1 Click add to cart-(this is now your requisition)
How to complete your requisition (your cart) process

- Click the proceed to checkout button if you’re satisfied with your purchase and you are finish shopping.

- Follow the textbox noted in yellow that appears at the top of your screen to complete your process.

- If your profile information surfaced please make necessary changes and saved. (click the edit button one at the top to make changes and save)

- Next click on billing this will take to the Accounting codes.

- Then click the edit button to key the appropriate FOPA (FUND, ORG, PROGRAM, ACCOUNT) note this different from banner please pay careful attention if keyed wrong your will not be able to move forward. Click the save button to proceed.
• **Internal Notes appears** - you can send notes to your approver only if necessary for you to do so, the **External Notes** is use to send notes to the external Suppliers.

• **Final Review** – This allows you to do a final review of your order before you place your order; just in case you need to make changes you can do so then.

• **Place your order** - once you have reviewed and check to make sure all your information is correct.

• This screen will appears once your order is placed

Click the **view** beside the requisition number to view your requisition
This screen will appear

To check the status of your requisition click on PR History tab and then PR Approvals.

If you see the green checks marks above that means there is money in your budget and your requisition is approved.

This Screen will appear if there is no money in your budget- you will need to do a budget transfer to move monies to your FOPA.
What to do to complete your process once it’s been rejected

- Transfer monies to your FOPA and then copy your information to a new cart.
- Repeat the requisition process again as mentioned above.

PLEASE CALL DENICE FERGUSON AT ext. 2097 if has any questions or concern about placing an order using Bronco Ebuy.