www.ebuy.psu.edu

Sign in using PSU access id and password (should be the same as used for email)

Choose eBuy Browsers

Choose OK

By selecting the eBuy Browsers tab, you will be sent into eBuy with invalid budget information and a zero dollar pre-authorization limit. This should only be selected to browse catalogs or when assigning your cart to another user for submission. Do not select the eBuy Browsers tab if you intend to submit an order without assigning the cart. This will result in your order being auto-rejected.

Choose General Stores
Using item # and quantity or shop by category to find items

Add items to cart
Review cart

Choose Checkout

VENDORS OTHER THAN GENERAL STORES:

Choose Vendor from listing
Once order is completed, reviewed and ready, choose Create Order Requisition

NOTE: the options may be different in each vendor “store”
Choose shipping

Dell will require you to state you will NOT export item outside of US

Choose Continue

Verify order is correct, then Submit Order Requisition, this will send the order to eBuy electronically

Either button will work
Name Cart (not required) and add description (REQUIRED, please use this space to indicate purpose of items-newsletter, various mailings, etc.)

Choose proceed to Checkout

BE SURE SHIP TO ADDRESS IS CORRECT
If you order for more than one county location, you can choose here
To find a location if it is not listed in your saved “favorite” shipping address list, click here.

Choose Select From org addreses
Be sure to select correct address

Choose Save this address for future use to include it in “favorite” shipping addresses

BE SURE TO click SAVE button
Choose Assign Cart (Kim Boonie is default, please use this unless specifically informed to assign cart to another) once you have verified all items in cart, shipping address and order is correct.

- Please use the NOTE area to let us know what funding you will be using - most commonly County Miscellaneous Funds-504-81, 4_ _ _), indicate cost center as well.

**NOTE:** Budget information will always be 9999999 UP 99999, the correct budget and cost center will be assigned when reviewed at UP.
Kim Boonie, Mel Miles or Sandy Gentzel will review cart, add the budget and submit order; if there are questions regarding the order, you will be contacted. You should receive a confirmation of your order including a PO number, please forward this to ExtBusiness@psu.edu as confirmation items have been received.