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Table of Contents

Introduction to Shopper .......................................................... 4

Search Using the MA Number .................................................. 6
  Determining Master Agreement Number .................................. 7

Search Using Supplier Part Number ......................................... 8
  Search for Single Supplier Part Number .................................. 8
  Search for Multiple Supplier Part Numbers ......................... 9
  Search for Partial Supplier Part Number .......................... 10
  Browsing MA Catalog ......................................................... 11

Search Using Descriptions ..................................................... 12
  Search Using Reserved Words & Characters ....................... 12
  Search Using the Wildcard .................................................. 12

Search for PunchOut MAs ...................................................... 13

Search for MA with Multiple Vendors .................................... 15
Introduction to Shopper

In eMARS 3.10, Shopper (SHOP) has replaced URCATS and URSRCHMA. Shopper is the starting point to procure the items/services you need that are available from a Master Agreement (MA).

You can get to Shopper by opening the Procurement Workspace and clicking on Shopper under Search for Items or Awards, or by typing SHOP in the Jump to field and clicking Go.

From the Shopper page, before beginning any search, deselect all Sources of Supply except MA Catalog Items, PunchOut Catalogs and Master Agreements. This means that the inquiry will only search for Master Agreements, Catalog Items, and PunchOut MAs. (All three catalog types can be selected here.)
When searching for items/services to procure, there are several ways, discussed in this manual, to locate the items/service on Shopper:

1. **Search Using the MA Number**
2. **Search Using Supplier Part Number**
3. **Search Using Descriptions**
4. **Search for PunchOut MAs**
5. **Search for MA with Multiple Vendors**

The **Search For** field allows you to enter any search information you know about an item/service. The Search For field can be blank as long as a value is entered in at least one of the following Advanced Search fields: Vendor or Commodity.

The Search For field searches across the following fields:

- Commodity Code
- Commodity Description
- Keywords from the Commodity (COMM) table (Only applicable if Commodities is selected as the Source of Supply)
- Commodity Line Description
- Manufacturer Name/Part Number (internal catalogs and MA Commodity Line specifications)
- Document ID
- Catalog Maintenance table: Territory Available, Supplier Auxiliary ID Text 1, Text 2, Text 3

The Advanced Search fields, Vendor or Commodity, can also be used to locate item(s)/service(s) on Shopper.

When using the Shopper search, it is important to include detailed information in the **Search For** field. This will ensure a quick and relevant search for the desired items. If the Master Agreement document ID or Vendor Code is known, this should be included into the search for field.

[Continued on Next Page]
Search Using the MA Number

Shopper allows users to search by the Master Agreement (MA) number. Using this method will return all items on the MA, either on the catalog or MA commodity lines. The search can be narrowed by also using descriptions with the MA number (click the link to review how to Search Using Descriptions).

When searching on Shopper with the MA number, type the MA number (ALL 10 digits) in the Search For field and click Search.

**Note:** When searching using the MA number, if the catalog is large you will need to narrow down the search as there is a limitation of 2,000 lines returned. The MA number can be used with supplier part numbers or descriptions.

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Determining Master Agreement Number

If the MA number is unknown, it can be determined by reviewing the ALL State Master Agreement report on the eProcurement website.

To locate the report, go to eprocurement.ky.gov.

Click the link for State Agency and Local Government Procurement

Open the ALL State Master Agreement report. This will open in Excel. This document can be sorted by vendor, MA Number, document description, etc.

Please contact the Office of Procurement Services or the Customer Resource Center for further assistance locating a Master Agreement.

Office of Procurement Services: (502) 564-4510
Customer Resource Center: (502) 564-9641
Search Using Supplier Part Number

Shopper will also search by supplier part number(s). This search method allows users to only display items/services with the supplier part number entered in the Search For field. Users also have the ability to search using multiple supplier part numbers, or partial supplier part numbers.

When searching on Shopper by the Supplier Part Number(s), there are different ways to determine the supplier part number needed:

1. Invoice from Vendor
2. Review the MA
3. Review the catalog of the MA
4. Contact the Vendor
5. Contact the Buyer

Search for Single Supplier Part Number

Type the supplier part number in the Search For field then click Search.

Only the supplier part number entered in the Search For field will be displayed in the search results. From here, enter the Quantity and select Add to Cart.
Search for Multiple Supplier Part Numbers

Type the supplier part numbers in the **Search For** field. Separate each with a comma (,). Then click **Search**.

Example: ZEB20510, ZEB20520, ZEB20530

Only the supplier part numbers entered in the Search For field will be displayed in the search results. From here, enter the **Quantity** for each and select **Add to Cart**.

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Search for Partial Supplier Part Number

When using a partial supplier part number to search on Shopper, the use of the wildcard is needed in order to return results. The standard eMARS wildcard character of the asterisk (*) does not work on Shopper. Please use the percent character (%) instead. This is the exception to the rule.

Type the partial supplier part number in the **Search For** field followed by the percent character (%). Then click **Search**.

Example: ZEB2%

![Search for Partial Supplier Part Number](image)

The search will produce a set of results that are sorted based on relevancy (that is, based on how closely the item matches the search criteria entered).

From here, browse through the search results enter the **Quantity** for each item/service needed and select **Add to Cart**.

It may also be helpful to use descriptions to search with partial supplier part numbers. (See **Search Using Descriptions** for more information.)

Please contact the Office of Procurement Services or the Customer Resource Center for further assistance locating supplier part numbers.

Office of Procurement Services: (502) 564-4510

Customer Resource Center: (502) 564-9641
Browsing MA Catalog

When searching for an item that exists on a large Master Agreement Catalog it is helpful to have an electronic copy of that catalog to use as a resource. Once a copy of the catalog has been downloaded users will be able reference this spreadsheet to locate the supplier part number and extended description included on the Master Agreement.

The following are steps to download a copy of a Master Agreement Catalog:

1. Open the desired Master Agreement within eMARS.
2. Navigate to the Commodity Line component.
3. Click File on the bottom right of the page.
4. Select the Attachments page.
5. Locate the most current version of the catalog, and highlight it.
6. Click Download.
7. Save the Excel spreadsheet to your Desktop.

Once the copy has been saved to your desktop, it may be referenced when making payments or processing Delivery Orders against the Master Agreement. The spreadsheet may be sorted based on the Supplier Part Number, Unit Price, Item Description, etc. Once you have located the item(s), the Supplier Part Number, Unit Price, Item Description, etc. may then be entered into the Shopper Search For field. The master agreement catalogs should be deleted from the desktop periodically as the Master Agreements will be modified as needed.

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Search Using Descriptions

Sometimes the MA number or supplier part number are unknown. Shopper also has functionality to search key word descriptions.

1. Name of Vendor
2. Vendor Code
3. Item/Service to Procure
4. Color
5. Price

Search Using Reserved Words & Characters

Using reserve words and characters when searching with descriptions on Shopper will refine the search results. The table below shows how reserve word and characters work to assist in searching for items/services on Shopper.

<table>
<thead>
<tr>
<th>Reserved Word</th>
<th>Reserved Character</th>
<th>Examples</th>
<th>Search Result</th>
</tr>
</thead>
</table>
| AND           | &                  | computer & mouse  
computer AND mouse | Returns catalog records with both terms.  
Relevancy is increased based on the number of times both words occur. |
| ACCUM         | ,                  | Computer, Mouse, Wireless  
Computer ACCUM Mouse 
ACCUM Wireless | Returns catalog records with either or both terms.  
Relevancy is increased based on the number of times both words occur |
| OR            | | laptop | notebook  
laptop OR notebook | Returns catalog records with either laptop or notebook in any of the fields. |
| NOT           | ~                  | Notebook ~ MA12344  
Notebook NOT MA12344 | Excludes records that contain the specified key word.  
In this example it would return records with the word notebook which does not have MA12344 in any of the fields. |

Search Using the Wildcard

The percent character (%) may also be used as a wildcard to replace individual characters. For instance the search query “boo%” would return results for both “book” and “boot”. Or any word that starts with “boo” like “booster” or “Boone”.

**Note:** The standard eMARS wildcard character of the asterisk (*) does not work on this inquiry. Please use the percent character (%) instead. This is the exception to the rule.
Search for PunchOut MAs

PunchOut Master Agreements allow users to shop directly on the vendor’s website via a connection through eMARS. In order to locate the PunchOut MAs on Shopper, type PUNCHOUT in the Search For field then click Search.

This will bring up the PunchOut MAs under Available From PunchOut Catalogs. Check the Select Catalog box for the PunchOut vendor you need to purchase from, and then click Buy From Supplier.

NOTE: PunchOut Master Agreements will be identified by “PUNC” in the Document ID. Example: MA 758 PUNC13000000###
Enter your agencies Shipping and Billing Location and click **Launch Supplier Website**.

A message will appear that the vendor’s website is opening.

The vendor’s website will open in a separate window.

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Search for MA with Multiple Vendors

Some Master Agreements in eMARS are setup with multiple vendors.

It is important to note that when searching for these MAs on Shopper, only the Primary vendor will be displayed.
The vendor can be changed on the DO or PRC created from Shopper.

On the DO, the vendor can be changed on the Header under the Reference tab. Enter the vendor line number of the secondary vendor from the MA in the Agreement Vendor Line field.

If the vendor line number is unknown, click the Pick List button to view, browse and search the vendors on the referenced MA.
On the PRC, the vendor can be changed on the Vendor line under the Agreement Reference tab. Enter the vendor line number of the secondary vendor from the MA in the Agreement Ref Vendor Line field.

If the vendor line number is unknown, click the Pick List to view, browse and search the vendors on the referenced MA.
Once the correct secondary vendor has been selected, on either DO or PRC, click **Save** to pull in the secondary vendor information.