Shop Only

OSCAR user guide
Shop Only

User Role

Shop Only users can shop for items in Rensselaer’s marketplace and then assign their cart to their “Cart Assignee”, to process and submit their order for approval. Shop Only users cannot themselves submit a cart for approval. After placing items in the cart shoppers would select to assign their carts to a department approved Requisitioner. They are only limited to browse and add items from our punch-out catalogs and do not have access to OSCAR’s requisition form.

Shopping in OSCAR

1. Click on a punch-out catalog from a supplier you would like to browse and shop from

2. Once you click on the punch-out, you will be taken to the supplier’s website
3. If you find an item you would like to procure, ensure to add the items to your cart.

4. To complete your shopping experience review any items added to your shopping cart:
   - Review the price
   - If applicable, select your shipping preferences
5. To return the cart back into OSCAR for processing and approvals, click on the **Check Out** to complete the order from within the supplier’s catalog.

6. Once the cart is back in OSCAR, there is no further information you will need to fill out. All that is needed is to click on the **Assign Cart**.
7. Select the individual whom to assign your cart to and then click on the Assign button

8. This cart has now been assigned to an individual in OSCAR that is able to complete the requisition process and submit your order for approval. The Cart Assignee will receive notification by email of your pending draft cart.

Cart Assignee role

1. Cart Assignee will receive notification of a pending draft cart in their queue
2. Once the draft cart is open, you are required to change the name in the Banner Authorized field from that of the Shop Only user to your name
3. Process the draft cart as you would a normal requisition and submit for approval

Important: If you do not change the name on the Banner Authorized field to reflect your name, the requisition will fail. Shop Only users do not have access to posting in Banner.

For more information please refer to Procurement’s Website
If you have any question please at procurement_support@lists.rpi.edu