What is eShop?

eShop is Carleton’s new electronic procurement system. Similar to any online shopping experience, shoppers will be able to log in to place orders from external vendor catalogues (e.g. Grand and Toy) and with internal service providers (e.g. Graphics).

How will the campus community be impacted by eShop?

The good stuff when using eShop

- Expenses are charged directly to a funding source.
- No out-of-pocket expenses, so no Travel and Expense Reimbursement system.
- No Pcard, so no reconciling of expenses at the end of the month.
- Acts as a digital repository of all your purchases.

The new system stuff

- Lots of tools, support and training available (listed below under ‘Getting Help’).
- All paper cheque requisitions, purchase requisitions, and internal chargeback (ICB) forms can now be submitted electronically. As a result, paper forms will no longer be accepted after June 30th 2016.

Getting Started

To use the system to shop:

1. You will use your MyCarletonOne credentials to access the system (the same credentials to access your workstation, cuLearn, MyCarleton Portal, Travel and Expense etc.) through the eShop login page (carleton.ca/eshop).
2. You must have posting ability on a funding source (i.e. where the payment is coming from).

You may be asked to shop on someone else’s behalf:

1. You can shop and then assign the cart to someone else, or
2. submit a cart for someone else. If you do, make sure you have posting ability on their funding source/s.
Getting Help

There are a number of ways that you can get help and find answers!

In person:

- Attend a **hands-on training session** by checking our upcoming FACTS training at http://carleton.ca/facts/cu-events/. These sessions take two hours.

On your own:

- The following are available on the FACTS website (carleton.ca/facts/eshop/)
  - A **user guide** with step-by-step instructions
  - Watch short how-to **videos**
  - Visit the **FAQ** section on the eShop website

Frequently Asked Questions

Can I still use paper forms?
All paper cheque requisitions, purchase requisitions, and internal chargeback (ICB) forms can now be submitted electronically. As a result, paper forms will no longer be accepted after June 30th 2016.

Can I still use my Pcard or the Travel and Expense Reimbursement System?
Yes and yes!

How can I find out which vendors are available?
Visit carleton.ca/eshop/catalogue-vendors/.

I have questions and/or feedback about eShop training. **Who should I contact?**
Email facts@carleton.ca.