Hilton
Supply Management®
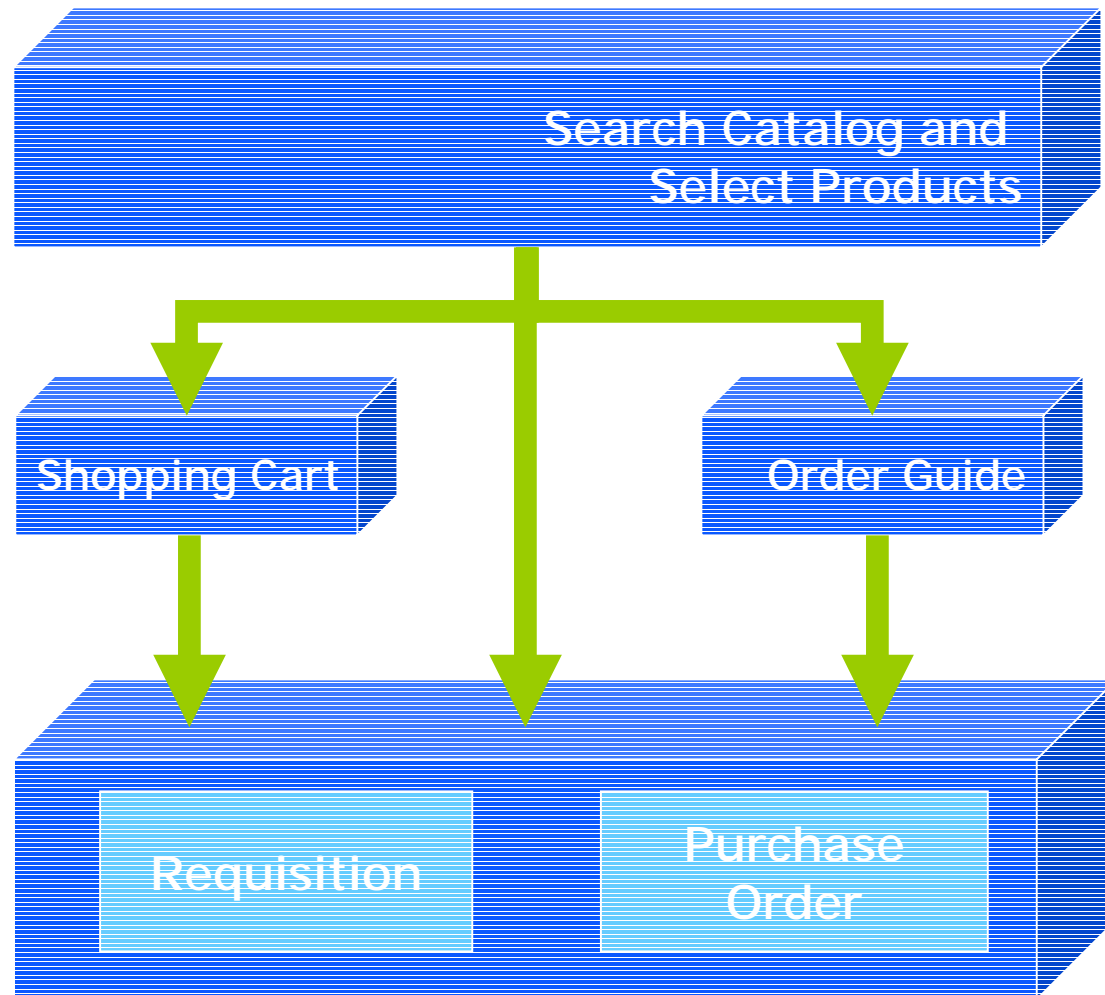
Chapter 2 - Shopping

Process Overview

*Note: To advance from slide to slide press your **Page Down** key*
Or the right button on your mouse
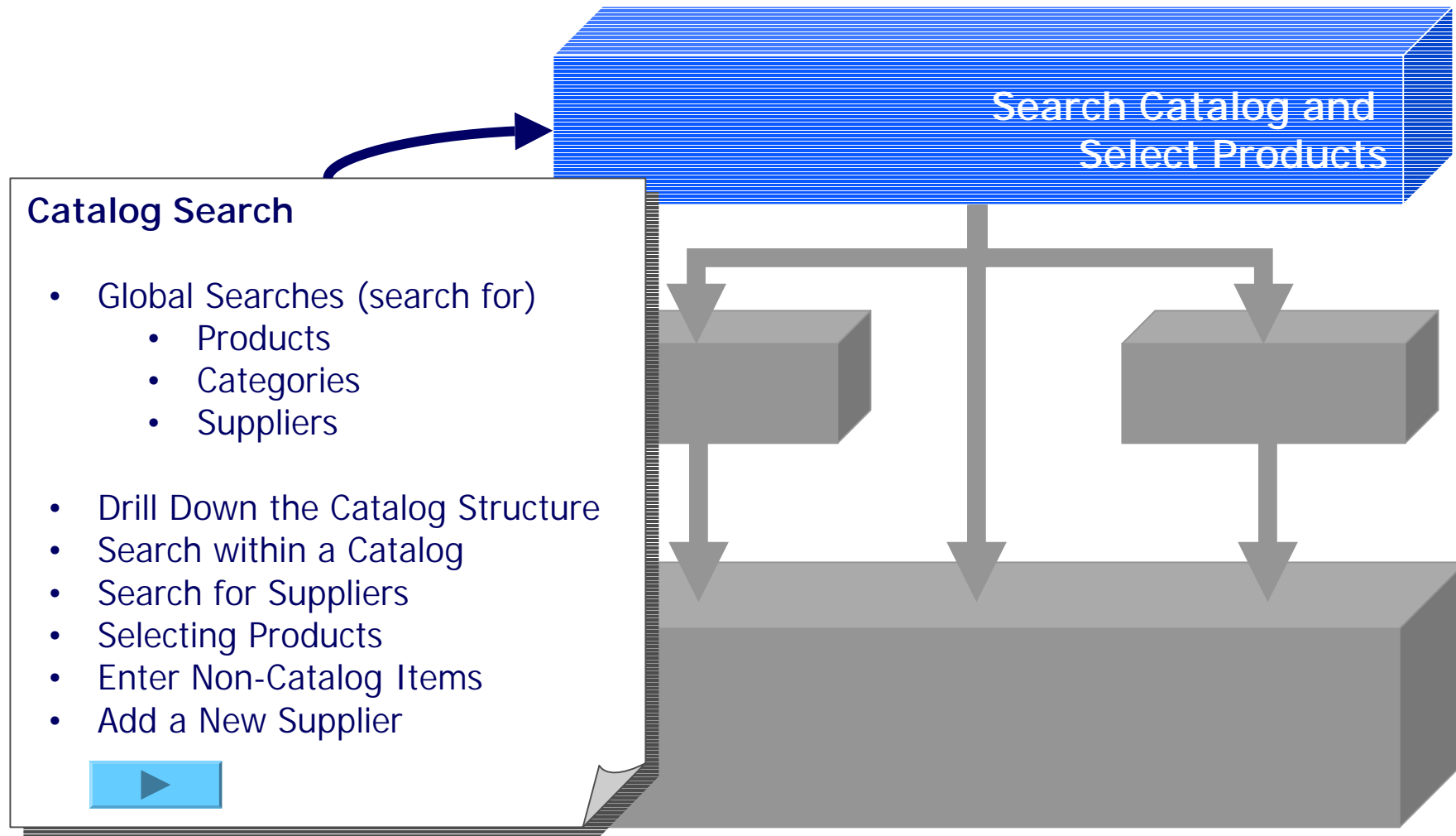
Shopping > Process Flow

Different Options

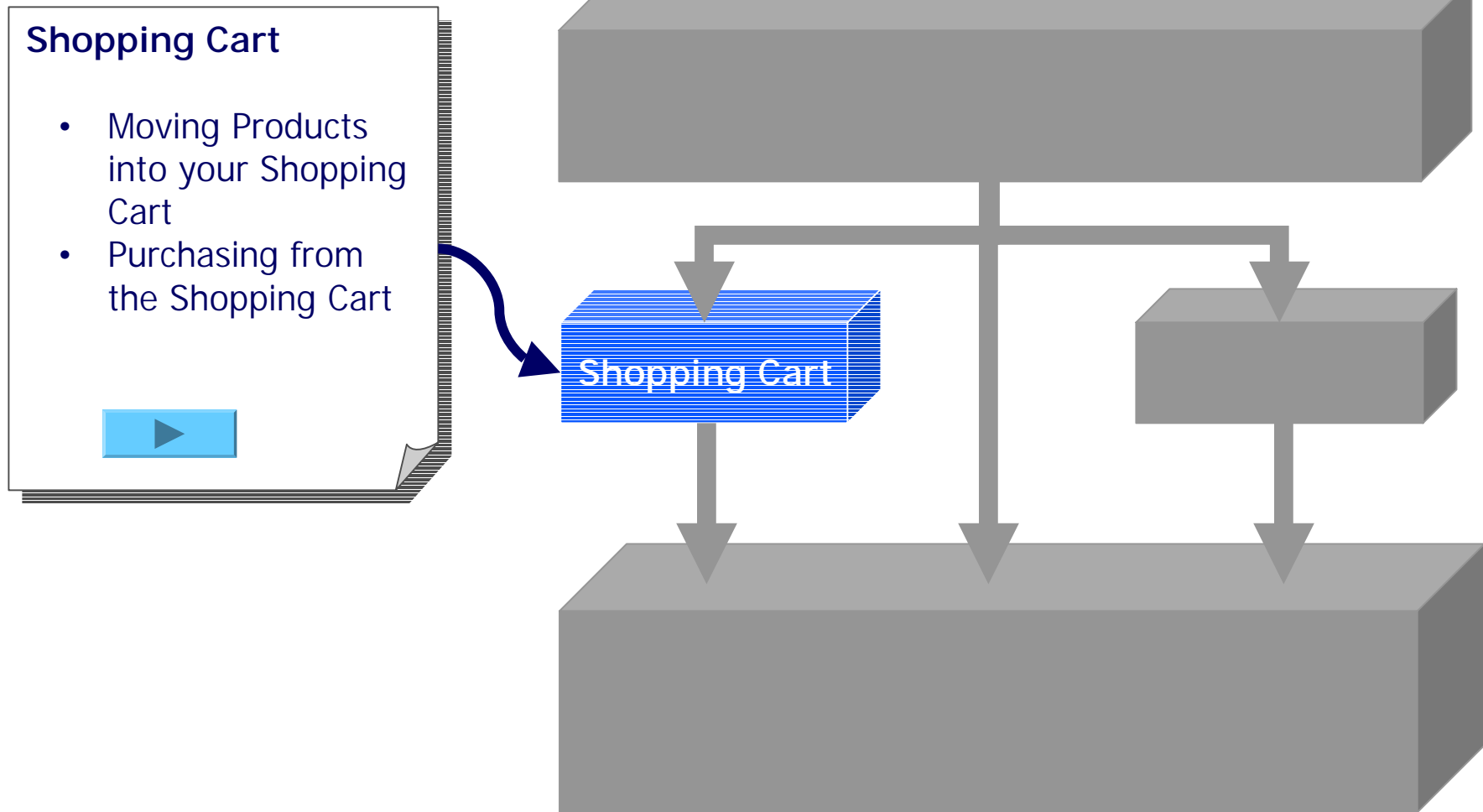There are multiple ways for products to end up in a Requisition or a Purchase Order

1. via the Shopping Cart
2. via the Order Guide
3. directly from the Search Catalog

Search Catalog and Select Products
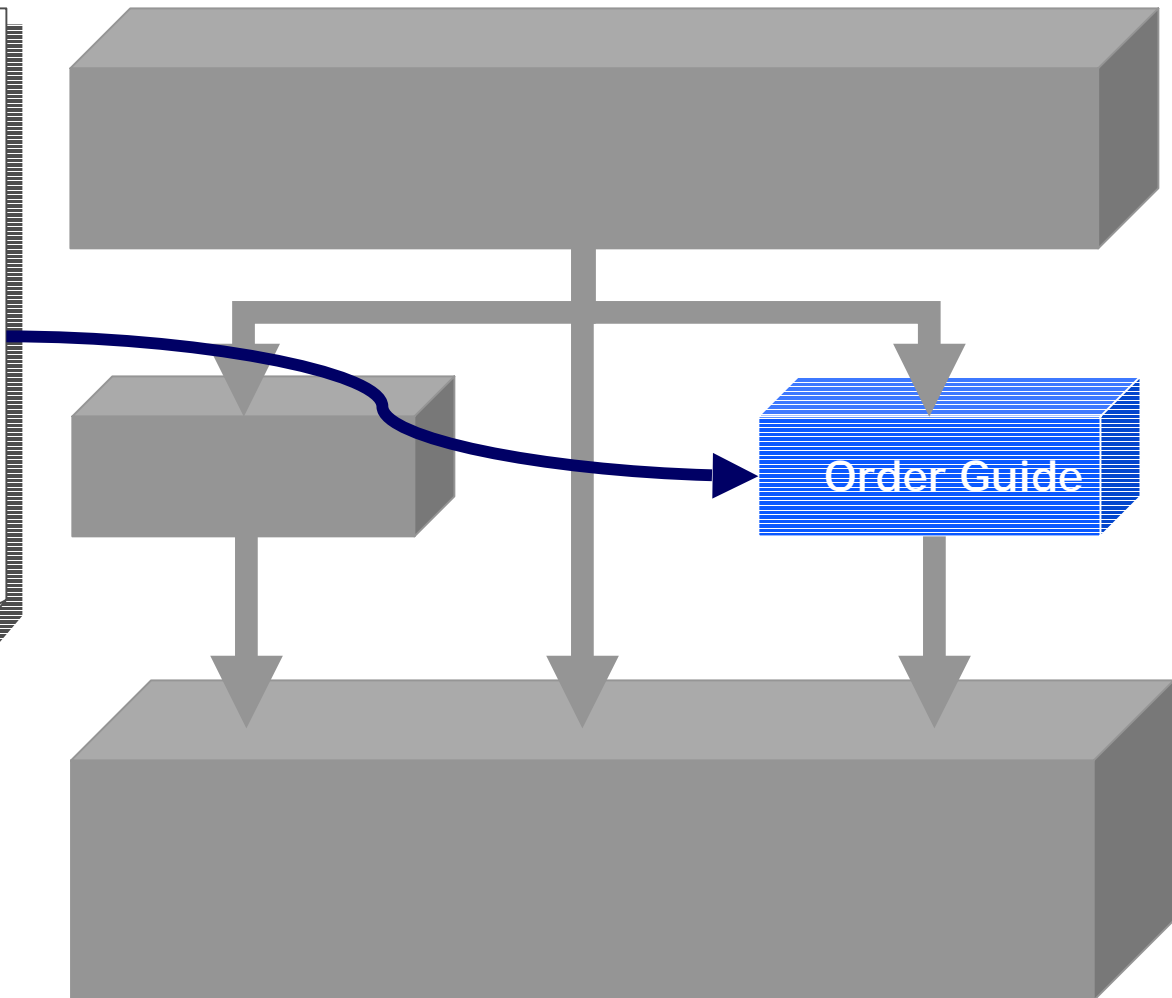
Shopping Cart

Order Guide

Requisition

Purchase Order

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Shopping > Process Flow

Search Catalog and Select Products

Catalog Search

- Global Searches (search for)
  - Products
  - Categories
  - Suppliers

- Drill Down the Catalog Structure
- Search within a Catalog
- Search for Suppliers
- Selecting Products
- Enter Non-Catalog Items
- Add a New Supplier

Shopping Cart

- Moving Products into your Shopping Cart
- Purchasing from the Shopping Cart

Shopping Cart

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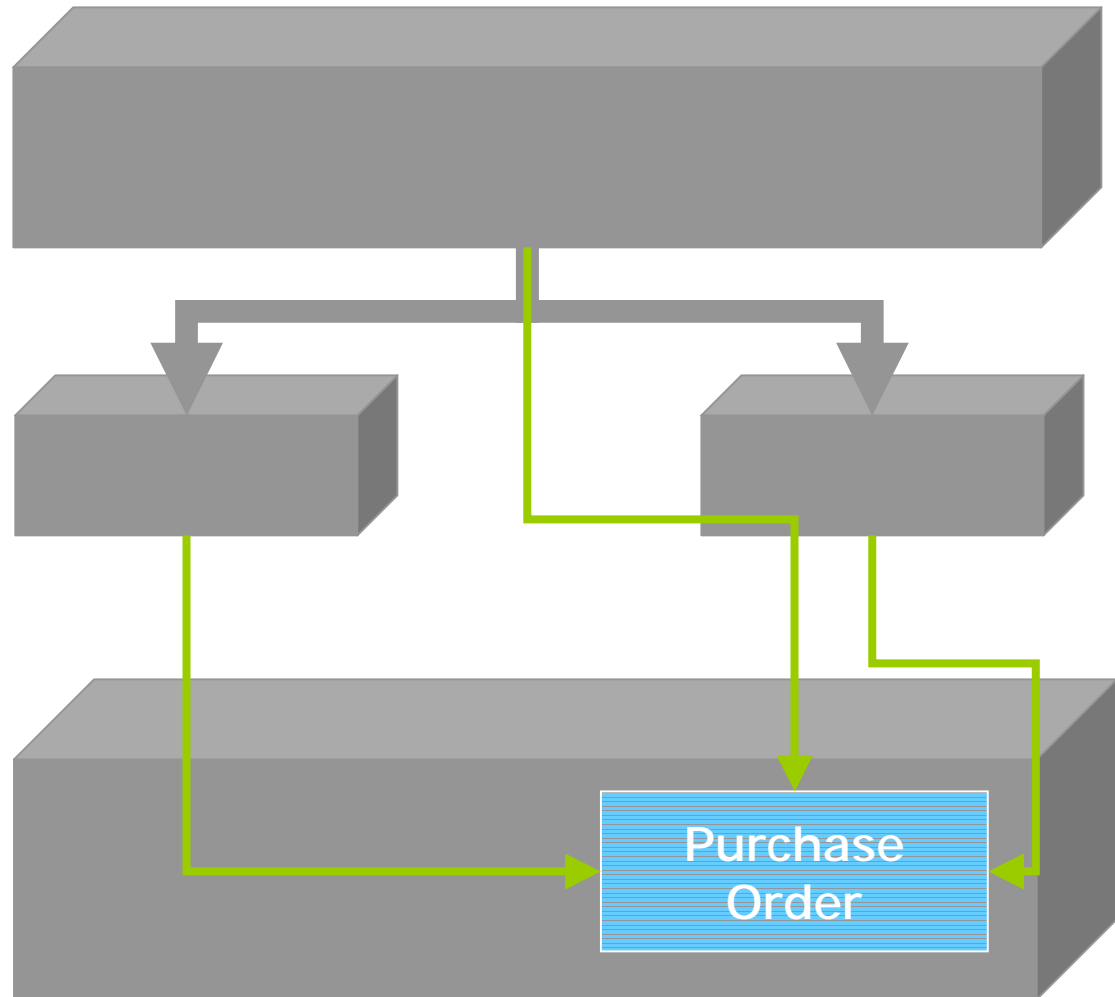**Supply Management®**

Shopping > Process Flow

Order Guide

- The Order Guide Tab
- Creating Order Guides
- Moving Products into an Order Guide
- Purchasing from your Order Guide
- Other Functionality

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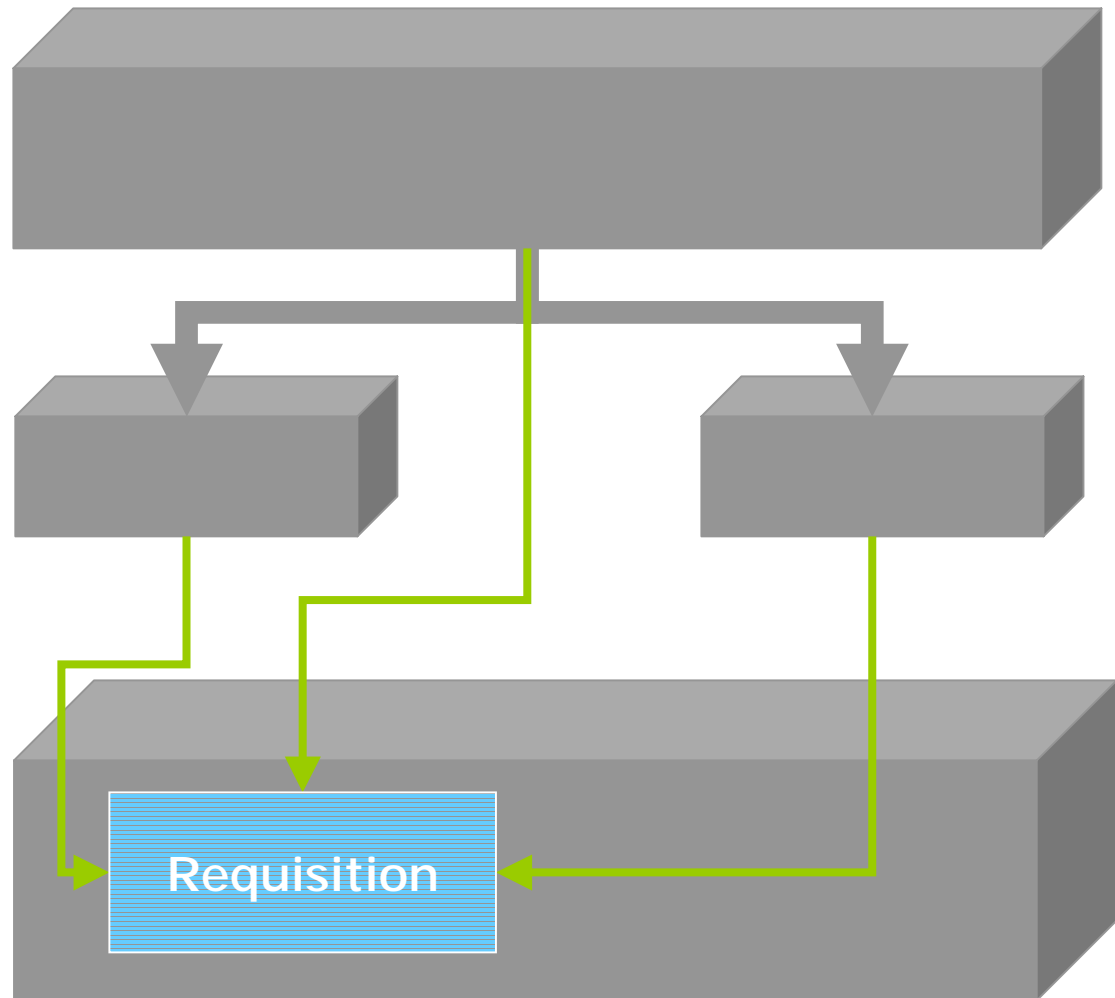**Order Guide**

Creating and Adding to PO's from Shopping

- PO's from Cart, Order Guide or a Product Search
- Creating a New PO
- Adding to an Existing PO

▶

Purchase Order

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Creating and Adding to REQ's from Shopping

- REQ's from Cart, Order Guide or a Product Search
- Creating a New REQ
- Adding to an Existing REQ

Requisition

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Shopping > Process Flow

Click on the play button to launch the corresponding tutorial

Search Catalog and Select Products

Shopping Cart

Order Guide

Requisition

Purchase Order