

# create template

1. Log on to the USPS intranet. Click on eBuy or type <http://ebuy.usps.gov> in the address line.



<http://ebuy.usps.gov>

UNITED STATES POSTAL SERVICE. Corporate Intranet

UNITED STATES POSTAL SERVICE. Corporate Intranet

UNITED STATES POSTAL SERVICE. eBuy

Help | Report Problems | Training | FAQ's

Welcome to eBuy

eBuy Use becomes Mandatory - Effective January 11, 2003 all employees who have web site access must use eBuy for all requisitions in lieu of hardcopy PS Form 7381, as stated in a letter to Postal Service officers from Chief Financial Officer Richard J. Strasser Jr. and Chief Operating Officer Patrick R. Doranoe. In addition, the letter said, employees are to use eBuy reports to reconcile receipt of goods with amounts paid for goods. Click on one of the following links to view a copy of the letter in PDF format or Microsoft Word.

What's New | Billing Summary | Administrative Points of Contact

Important Information Application Access

Latest Catalogs - Other Catalogs  
Merchandise Center: 01/07/03  
Custodial Supplies: 03/31/03  
Forms, Labels & Tags: 03/31/03

Enter Application

Need Access?

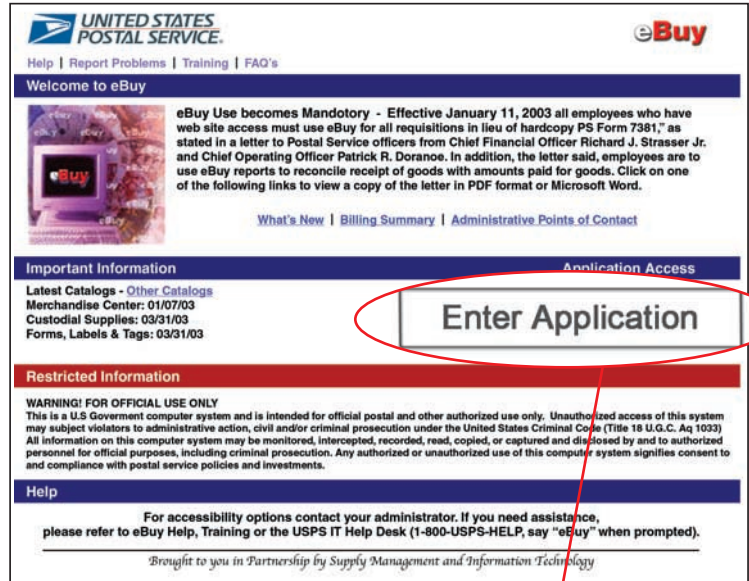
Restricted Information

WARNING! FOR OFFICIAL USE ONLY  
This is a U.S. Government computer system and is intended for official postal and other authorized use only. Unauthorized access of this system may subject violators to administrative action, civil and/or criminal prosecution under the United States Criminal Code (Title 18 U.G.C. Aq 1033) All information on this computer system may be monitored, intercepted, recorded, read, copied, or captured and disclosed by and to authorized personnel for official purposes, including criminal prosecution. Any authorized or unauthorized use of this computer system signifies consent and compliance with postal service policies and investments.

Help

For accessibility options contact your administrator. If you need assistance, please refer to eBuy Help, Training or the USPS IT Help Desk (1-800-USPS-HELP, say "eBuy" when prompted).

Brought to you in Partnership by Supply Management and Information Technology



UNITED STATES POSTAL SERVICE. eBuy

Help | Report Problems | Training | FAQ's

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Enter Application

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Brought to you in Partnership by Supply Management and Information Technology

2. From the eBuy home page click on "Enter Application" button.

UNITED STATES POSTAL SERVICE. eBuy

User ID\*

Password\*

Note: Password is case sensitive

**Log On**

[Forgot your password?](#)

5. Click on “Create a New On Catalog Requisition” link under Quick Clicks.

3. Enter your User ID and Password and click “Log On.”

UNITED STATES POSTAL SERVICE. eBuy

Welcome Logout

Your eBuy Functions

**eBuy**

For accessibility options contact your administrator.  
If you need assistance, please refer to eBuy Help, Training or the USPS IT Help Desk (1-800-USPS-HELP, say “eBuy” when prompted).

4. On the next screen click on the “eBuy” link.

UNITED STATES POSTAL SERVICE. eBuy

Home Catalogs Requisitions Status Approvals Reports Excess Items Post/Cerify Admin

Quick Clicks

**Create a New On Catalog Requisition**

- ▶ Requisitions In Progress (5)
- ▶ Requisitions Pending Approval (0)
- ▶ Requisitions Declined (0)
- ▶ Requisition Templates (2)
- ▶ Approver Inboxes (0)
- ▶ User Setup
- ▶ Catalog Approval
- ▶ Error Search
- ▶ SOW Planning Guides
- ▶ What's New (Updated 10/1/2003)
- ▶ Frequently Asked Questions

UNITED STATES POSTAL SERVICE eBuy

Home Catalogs Requisitions Status Approvals Stats Reports Admin

**Requisition Summary**

Name: REQ-1106 In Progress (Requisition # R00000001106)  
Created: 05/22/03 12:39:09 CST  
Last modified: 05/22/03 11:50:04 CST

Print Req

Bill To: 099993 PURCHASING HQ  
PURCHASING TRAINING

Ship To: 18TST3 (MAILING)  
13 MAIN ST  
SPRINGFIELD, MI 48235-9993  
ATTN: PURCHASING HQ

Select an Option Edit/View **Add Item**

Use the pull-down menu to view or change requisition options.

Qty	UOM	Description	Bill To/ Ship To	Unit Price	Extended Price	Line Details
To modify details of a line item, click the 'details' link for that line.						
Total goods and services (\$)						.00
*Total does not include any applicable shipping, freight, or tax.						

Add Item Save As Template Close Summary

- Enter the MSC item #. The quantity and select “MRO Supplies-MSC” in the supplier field. Click on “Add Item” button. Repeat process until list is complete. *Tip: Make sure to enter entire part number including zeros.*

UNITED STATES POSTAL SERVICE eBuy

Home Catalogs Requisitions Status Approvals Stats Reports Admin

**Add Item To Requisition**

For: REQ-1106

You may add a catalog item to your requisition by browsing the catalogs, or by entering an item #, quantity, and supplier below to add the item directly to your requisition.

Browse Catalogs

Add Item

Item # \* 00001826

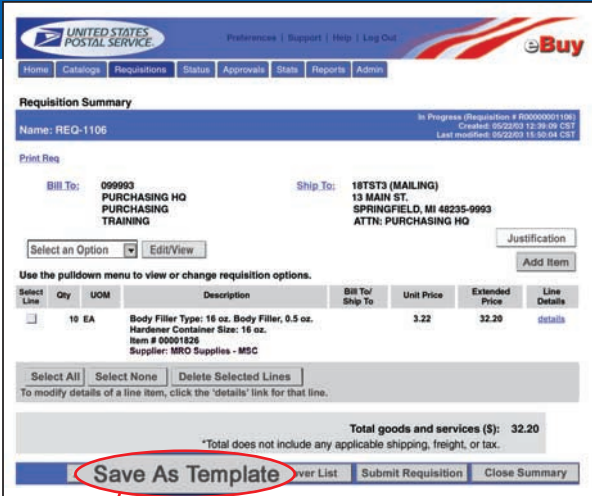
Quantity \* 10

Supplier \* MRO Supplies - MSC

**Add Item**

View Summary

- To add items to this new requisition, click on “Add Item” button.



UNITED STATES POSTAL SERVICE eBuy

Home Catalogs Requisitions Status Approvals Stats Reports Admin

**Requisition Summary**

Name: REQ-1106 In Progress (Requisition # R00000001106)  
Created: 05/22/03 13:38:09 CST  
Last modified: 05/22/03 13:38:04 CST

Print Req

Bill To: 099993 PURCHASING HQ  
PURCHASING TRAINING

Ship To: 18TST3 (MAILING)  
13 MAIN ST.  
SPRINGFIELD, MI 48235-9993  
ATTN: PURCHASING HQ

Select an Option Edit/View Justification Add Item

Use the pull-down menu to view or change requisition options.

Select Line	Qty	UOM	Description	Bill To/Ship To	Unit Price	Extended Price	Line Details
<input type="checkbox"/>	10	EA	Body Filler Type: 16 oz. Body Filler, 0.5 oz. Hardener. Container Size: 16 oz. Item # 00091826 Supplier: MRO Supplies - MSC		3.22	32.20	details

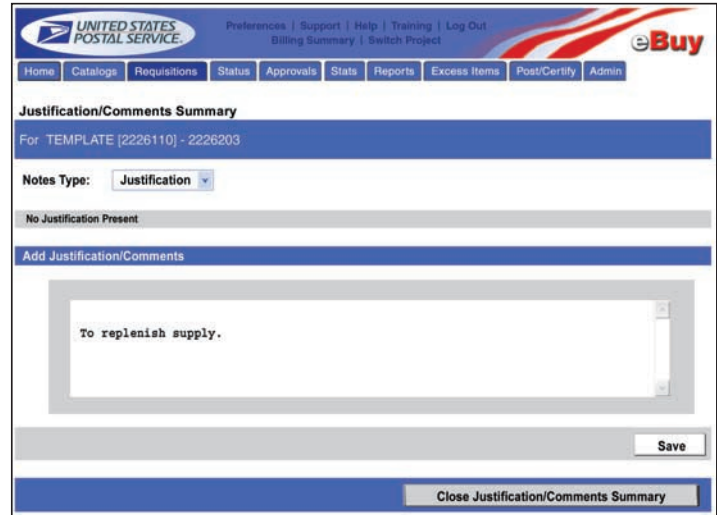
Select All Select None Delete Selected Lines

To modify details of a line item, click the 'details' link for that line.

Total goods and services (\$): 32.20  
\*Total does not include any applicable shipping, freight, or tax.

Save As Template Over List Submit Requisition Close Summary

9. Click on the “Justification” button. Type in the justification for purchasing and click the “Save” button. Then click on “Close Justification/Comments Summary” button.



UNITED STATES POSTAL SERVICE eBuy

Home Catalogs Requisitions Status Approvals Stats Reports Excess Items Post/Certify Admin

**Justification/Comments Summary**

For TEMPLATE [2226110] - 2226203

Notes Type: Justification

No Justification Present

Add Justification/Comments

To replenish supply.

Save

Close Justification/Comments Summary

8. Scroll down to bottom of The Requisition Summary and click on “Save As Template” link. *Tip: Templates can be renamed to make them easier to find later.* To do this, go back to the home page. Click on “Requisition Templates” Button under Quick Clicks. Using the drop down menu, select “Rename Requisition.” After renaming the requisition, click OK.

# create requisition



UNITED STATES POSTAL SERVICE eBuy

Requisition Summary

Name: REQ-1106

Bill To: 099993 PURCHASING HQ PURCHASING TRAINING

Ship To: 18TST3 (MAILING) 13 MAIN ST. SPRINGFIELD, MI 48235-9993 ATTN: PURCHASING HQ

Select Line	Qty	UOM	Description	Bill To Ship To	Unit Price	Extended Price	Line Details
<input type="checkbox"/>	10	EA	Body Filler Type: 16 oz. Body Filler, 0.5 oz. Hardener Container Size: 16 oz. Item # 00001826 Supplier: MSC Supplies - MSC		3.22	32.20	details

Total goods and services (\$): 32.20

\*Total does not include any applicable shipping, freight, or tax.

Submit Requisition

Log in using steps 1 – 4 in previous example.  
5. Click on “Requisition Template” link under Quick Clicks.



10. When everything is correct, click on the “Submit Requisition” button at the bottom of the page. A message will appear on the screen indicating your requisition has been successfully submitted. After the order goes through all stages of the approval process, it will be sent to MSC. It’s that simple!

UNITED STATES POSTAL SERVICE eBuy

Home Catalogs Requisitions Status Approvals Stats Reports Excess Items Post/Certify Admin

Requisitions for VICTORIA A KOKORUDA/KOKORUVA

Requisition Type: All

Show requisitions: Templates Show Search Requisitions

Create New On Catalog Requisition Create New Off Catalog Requisition

View Printable Summary

Select	Requisition Name	Requisition #	Line Items	Values	Notes	Off Catalog	Last Modified
<input type="checkbox"/>	TEMPLATE [2226110] - 226203	R0002226203	1	17.69			2003 12:56:04 CST
<input type="checkbox"/>	TEMPLATE [2226110] - 226203	R0002226203	1	17.69			09/24/2003 12:55:13 CST

1 to 2 of 2 Requisitions

Delete selected requisitions

View requisitions that are in a specific step of the lifecycle.

All In Progress  
 Template Pending Approval  
 Declined Cancelled  
 Approved (Sent to Supplier if On Catalog) Closed

6. Then click on the specific template to view the list of products contained in it. Scroll down to bottom of page and click on “Open as Requisition” button. This will create a new requisition.

7. To remove an item from the requisition, click the “select line” box for the item. Then click on the “Delete Selected Lines” button.

UNITED STATES POSTAL SERVICE eBuy

Home Catalogs Requisitions Status Approvals Stats Reports Excess Items Post/Certify Admin

On Catalog Template Summary

Requisition Name: TEMPLATE [2226110] - 226203 Last modified: 09/24/2003 12:56:04 CST

Requisition Header

Bill To: 683083 CMC ENVIRO & MRO DISTRICT CODE 115 VP SUPPLY MGMT Budget Group: Ship To: 187M99 (MAILING) ENVIR MAINT REPAIR & OPNS CWC 7800 N STEMMONS FWY STE 700 PO BOX 667190 DALLAS, TX 75242-4223 ATTN: VICTORIA A KOKORUDA

Select an Option Edit/View Justification

Use the pulldown menu to view or change requisition options.

Requisition Lines

Select line	Qty	UOM	Description	Bill To/Ship To	Unit Price	Extended Price	Line Details
<input type="checkbox"/>	10	EA	12 x 188' PERF ROLL 5/16 MEDIUM BUBBLE WRAP Item # 76215607 Supplier: MRO Supplies - MSC		17.68	176.80	details

Select All Select None Delete Selected Lines

To modify details of a line item, click the details link.

To change the order quantity for an item, click on the “Details” link (off to the far right).

**Line Details**  
For TEMPLATE [2226110]-2226203

On/Off Catalog: On Catalog  
 Description: 12 x 188' PERF ROLL 5/16 MEDIUM BUBBLE WRAP  
 Item #: 76215607  
 Supplier: MSC Supplies - MSC Industrial Supply

**Quantity\*** 10

Unit Price: \$17.68  
 Extended Price: \$176.80  
 Popup: No  
 Item Status: Active  
 Item Expire Date:  
 Commodity: Bubble wrap

Bill To: Defaults  
 Budget Group:  
 GL Account #: Not Applicable  
 Ship To: Default  
 Business Class: Unclassified  
 Women Owned: No  
 Minority Business: No  
 JWOD: No  
 Other Business: No

8. Change the quantity and then click on “Update Quantity” button. Then click on “Close Details” button. Click on “Justification” button. Type in the justification for purchasing and click the “Save” button. Then click on “Close Justification/Comments Summary” button.

9. When everything is correct, click on the “Submit Requisition” button at the bottom of the page. A message will appear on the screen indicating your requisition has been successfully submitted. After the order goes through all stages of the approval process, it will be sent to the supplier.

UNITED STATES POSTAL SERVICE | Preferences | Support | Help | Log Out | eBuy

Home | Catalogs | Requisitions | Status | Approvals | Stats | Reports | Admin

**Requisition Summary** In Progress (Requisition # R0000001106)  
Created: 05/22/03 12:39:09 CST  
Last modified: 05/22/03 15:50:04 CST

Name: REQ-1106

Print Req

Bill To: 099993 PURCHASING HQ PURCHASING TRAINING  
 Ship To: 18TST3 (MAILING) 13 MAIN ST. SPRINGFIELD, MI 48235-9993 ATTN: PURCHASING HQ

Select an Option

Use the pull-down menu to view or change requisition options.

Select Line	Qty	UOM	Description	Bill To/Ship To	Unit Price	Extended Price	Line Details
<input type="checkbox"/>	10	EA	12 x 188' PERF ROLL 5/16 MEDIUM BUBBLE WRAP Item # 76215607 Supplier: MSC Supplies - MSC		17.68	176.80	<a href="#">details</a>

Select All | Select None | Delete Selected Lines  
 To modify details of a line item, click the 'details' link for that line.

**Total goods and services (\$): 176.80**  
 \*Total does not include any applicable shipping, freight, or tax.

# multiple catalog requisition

UNITED STATES POSTAL SERVICE eBuy

Home Catalogs Requisitions Status Approvals Stats Reports Admin

**Requisition Summary**

Name: REQ-1106 In Progress (Requisition # R00000001106)  
Created 05/22/01 12:39:09 CST  
Last modified 05/22/01 15:30:04 CST

Print Req

Bill To: 099993 PURCHASING HQ  
PURCHASING  
TRAINING

Ship To: 18TST3 (MAILING)  
13 MAIN ST.  
SPRINGFIELD, MI 48235-9993  
ATTN: PURCHASING HQ

Select an Option Edit/View

**Add Item**

Use the pulldown menu to view or change requisition options.

Select Line	Qty	UOM	Description	Bill To/Ship To	Unit Price	Extended Price	Line Details
<input type="checkbox"/>	2	EA	10 Drawer Drop - Front Top - Steel Item # 00978627 Supplier: MRO Supplies - MSC		283.70	567.40	details
<input type="checkbox"/>	2	EA	Lithium General Purpose Grease - 14 oz. Item # 48738066 Supplier: MRO Supplies - MSC		2.06	4.12	details

Select All Select None Delete Selected Lines

To modify details of a line item, click the 'details' link for that line.

Total goods and services \$: 571.52  
\*Total does not include any applicable shipping, freight, or tax.

Add Item Save As Template Approver List Submit Requisition Close Summary

8. This time click on “Browse Catalogs” button.

UNITED STATES POSTAL SERVICE eBuy

Home Catalogs Requisitions Status Approvals Stats Reports Admin

**Add Item To Requisition**

For: REQ-1106

You may add a catalog item to your requisition by browsing the catalogs, or by entering an item #, quantity, and supplier below to add the item directly to your requisition.

**Browse Catalogs**

Browse Catalogs

Add an Item

Item # \*

Quantity \*

Supplier \* MRO Supplies - MSC

Add Item

9. Click on the “Multiple Catalog Search” button.

MSC Industrial Supply

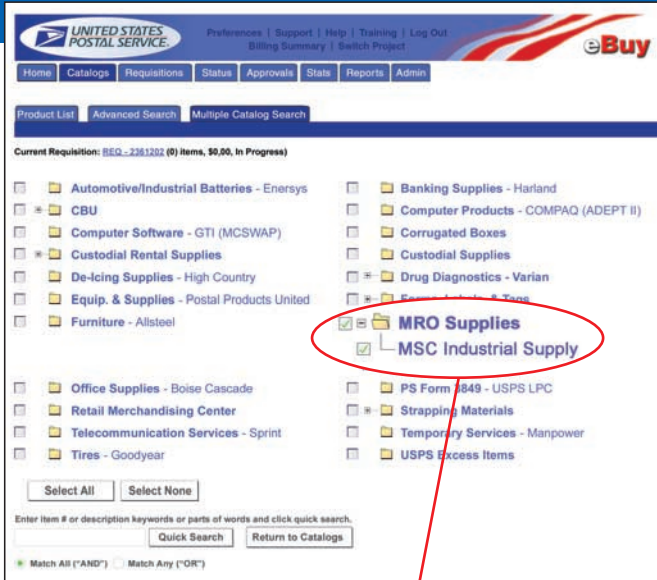
- Office Supplies - Boise Cascade
- Strapping Materials
  - EAM Mosca
  - Polychem
- Temporary Services - Manpower
- WW Grains
- Retail Merchandise Center
- Telecommunications Services - Sprint
- USPS Excess Items

View **Multiple Catalog Search**

Log in using steps 1 – 6 in the first example.

7. Add all the items from the first catalog you're in. (i.e. MRO Supplies – MSC Industrial Supply). Click on “Add Item” again.

# check inventory/ print MSDS



1. From the home page click on the Catalogs tab.

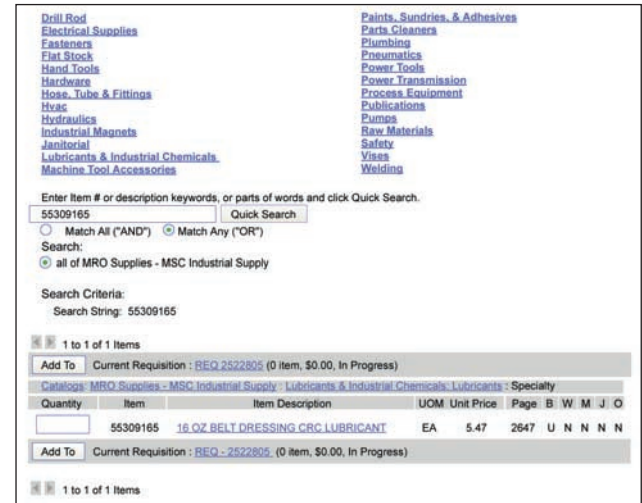


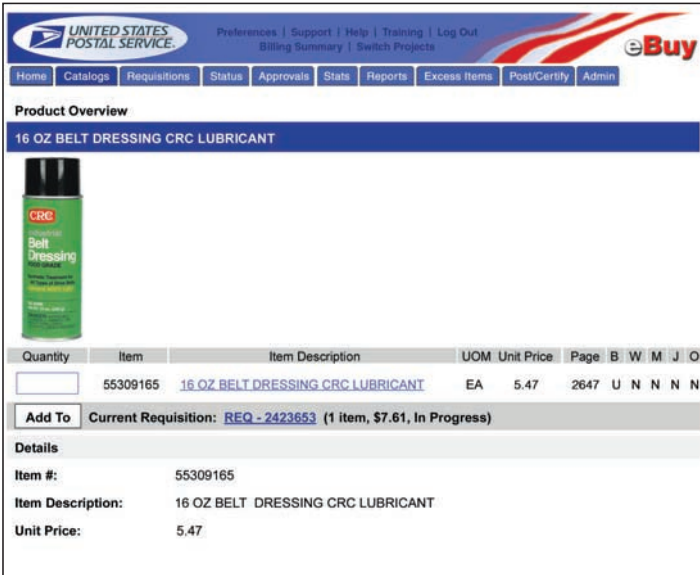
10. Select the other catalog(s) that you want to search in. Once you find the item in the catalog you want, click on "Add Item" again. Repeat process until requisition is complete.



2. Select the catalog you want to order from.

3. Find the item you wish to check or print an MSDS for and click on the underlined blue description.





**Product Overview**  
16 OZ BELT DRESSING CRC LUBRICANT

Quantity:  Item: 55309165 Item Description: [16 OZ BELT DRESSING CRC LUBRICANT](#) UOM: EA Unit Price: 5.47 Page: 2647 B: U W: N M: N J: N O: N

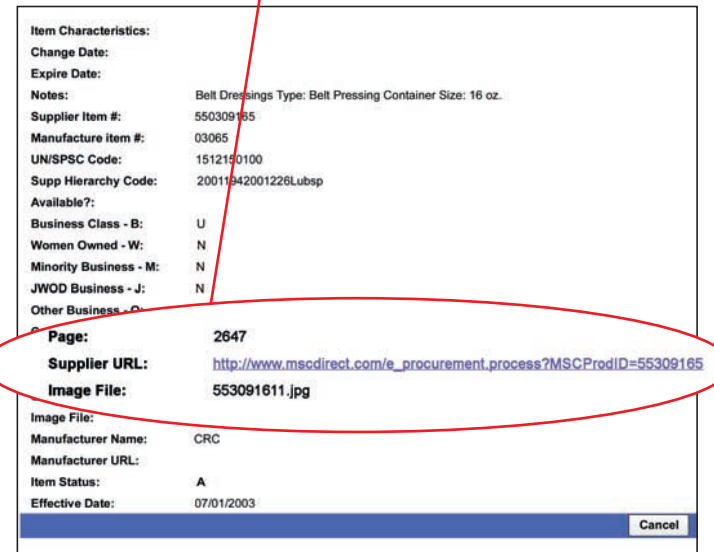
**Add To** Current Requisition: [REQ - 2423653](#) (1 item, \$7.61, In Progress)

**Details**

Item #: 55309165  
Item Description: 16 OZ BELT DRESSING CRC LUBRICANT  
Unit Price: 5.47

4. A picture and description of the item will be displayed on your screen.

5. Scroll down to the bottom of the details page and click on the Supplier URL: link.



**Item Characteristics:**

Change Date:  
Expire Date:  
Notes: Belt Dressings Type: Belt Pressing Container Size: 16 oz.  
Supplier Item #: 55309165  
Manufacture Item #: 03065  
UN/SPSC Code: 1512150100  
Supp Hierarchy Code: 20011942001226Lubsp  
Available?:  
Business Class - B: U  
Women Owned - W: N  
Minority Business - M: N  
JWOD Business - J: N  
Other Business - O:  
Page: 2647  
**Supplier URL:** [http://www.mscdirect.com/e\\_procurement.process?MSCProdID=55309165](http://www.mscdirect.com/e_procurement.process?MSCProdID=55309165)  
Image File: 553091611.jpg  
Image File:  
Manufacturer Name: CRC  
Manufacturer URL:  
Item Status: A  
Effective Date: 07/01/2003

Cancel



You are now leaving the U.S. Postal Service Web site

You will be accessing

[\[http://www.mscdirect.com/e\\_procurement.process?MSCProdID=55309165\]](http://www.mscdirect.com/e_procurement.process?MSCProdID=55309165)

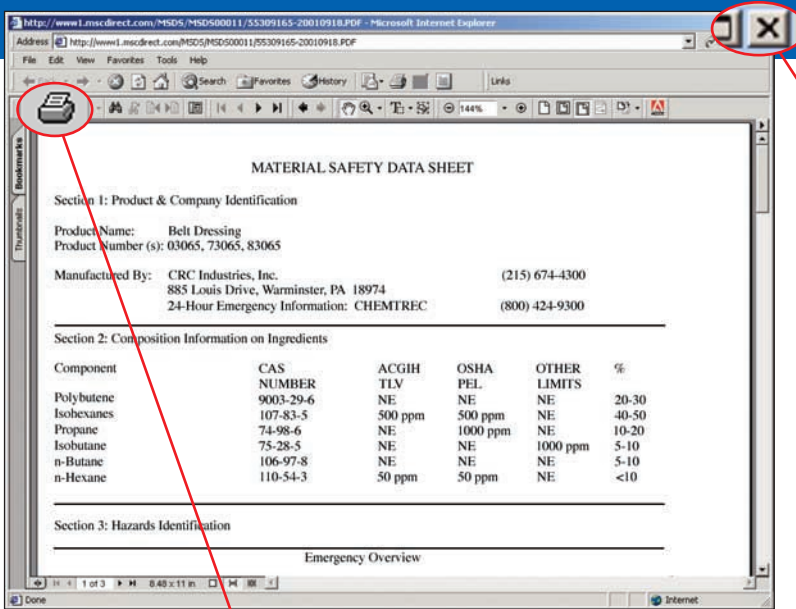
- At the next pop-up screen click on the web site link.
- Next, you will see some information listed about the product selected. In the top right of the text box where it says “Check Stock,” type in the quantity you wish to purchase and click “Check Stock.”
- You will then receive a message telling you if MSC has the requested quantity and if it is ready to ship. While at this same page you can print an MSDS if needed. Click on the MSDS link.

MSC Industrial Supply Co. - Microsoft Internet Explorer

Address [http://www.mscdirect.com/e\\_procurement.process?MSCProdID=55309165](http://www.mscdirect.com/e_procurement.process?MSCProdID=55309165)

Item #	55309165
In Stock	YES
Brand	CRC
Description	Belt Dressings Type: Belt Pressing Container Size: 16 oz.
Manufacturer Part Number	03065
Type	Belt Pressing
Container Size	16 oz.
Container Type	Aerosol Spray
Product Image	

MSC Big Book Page  
MSDS Sheet



10. Click on the close application “X” button in the top right corner of any pop-up windows to return to your ebuy requisition.

9. A PDF file of the MSDS for the selected item will be displayed. (Click print.)