Purchasing supplies for research projects, etc. ??

You should not be paying out of pocket - reach out to your advisor's admin support person to assist with this.

Note: the admins have purchasing cards that are tax exempt.
This saves $$$$ 

ALWAYS obtain email approval from advisor prior to a purchase. Send approved request with account number and a complete business purpose 5 W’s to your admin with your purchase request
Web Based Software

**Examples:** Google cloud, Dropbox, Prolific, Go Daddy etc.

Requires prior approval from Advisor before purchasing along with 5 W’s aka Business Purpose and a Technical Risk Assessment (TRA) [TRA Approval Request Form](#). Once you have obtained this information, go to your admin support, login to site to set up account and admin can put in purchasing card number for processing.

**Amazon Web Services**

Instructions for using AWS for a study:

- Go to this page [https://it.cornell.edu/cornell-cloud](https://it.cornell.edu/cornell-cloud)

Scroll down and click “Amazon Web Services new account or help requests” You will have to log in with your net ID. Follow the instructions for the rest of the process.
Ways to purchase

1. Login into e-Shop and assign a cart to admin for purchase. **What is e-Shop you ask?**

2. Can not find what you are looking for in e-Shop then send links for items in email to admin with approval for purchase.
e-Shop gives Cornell purchasers a one-stop, web-based "shopping cart" for ordering a full range of goods and services. e-Shop makes it easy to receive Cornell's discounted pricing and to shop with local and diverse suppliers, is integrated with Cornell's financial system, and routes orders to approvers and business service centers for payment.

https://finance.cornell.edu/procurement/e-shop
Login to e-Shop with your net id.

**Note** If this is your first time you have tried to access Eshop, there is some initial setup. See attached screen shots for set up. If you have any questions, please feel free to reach out to your admin support.

https://kfs-prod.adminapps.cornell.edu/kfs/b2b.do?methodToCall=shopCatalogs
When logging in for the first time you will see the screens below click continue fill in necessary information as stated and save
Now that you are logged in you can scroll through the list of preferred vendors find the items you need to purchase and create a cart to send to your admin.

To better help you navigate there is a training schedule you can sign up for. And there are e-Shop Guides Below.
This is the Quick Guide

You will only ever Assign a Cart

(Never select submit)
Reminder Always obtain email approval from advisor prior to a purchase requests. Send approved request with account number and a complete business purpose 5 W’s to your admin with your purchase request either by email or assigned cart.

If in doubt? Always reach out to your advisor's admin, they are always ready to help.