



Quick

Reference

Guide

Adding Delivery and Accounting Information to Carts



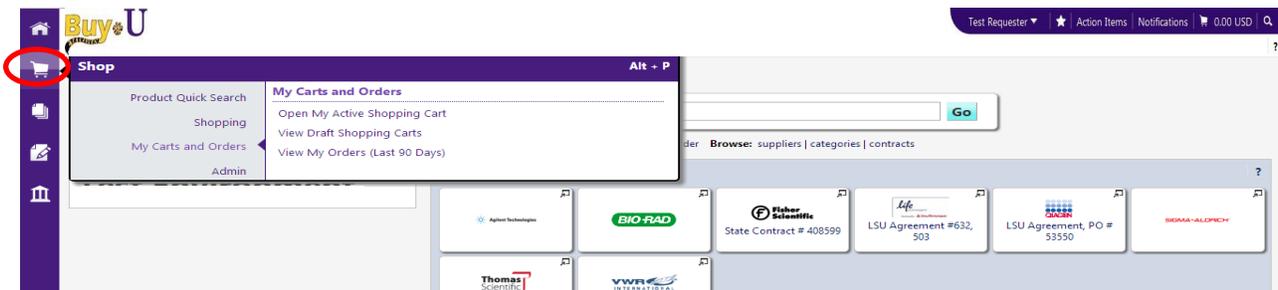
In This Guide

- ✓ Reviewing error messages
- ✓ Adding accounting information

This guide demonstrates how to complete the shopping process by submitting a cart. Users can submit a cart to complete a requisition. Buy-U validates the cart for proper completion of cart details, and if necessary, prompts the user to correct/edit appropriate details.

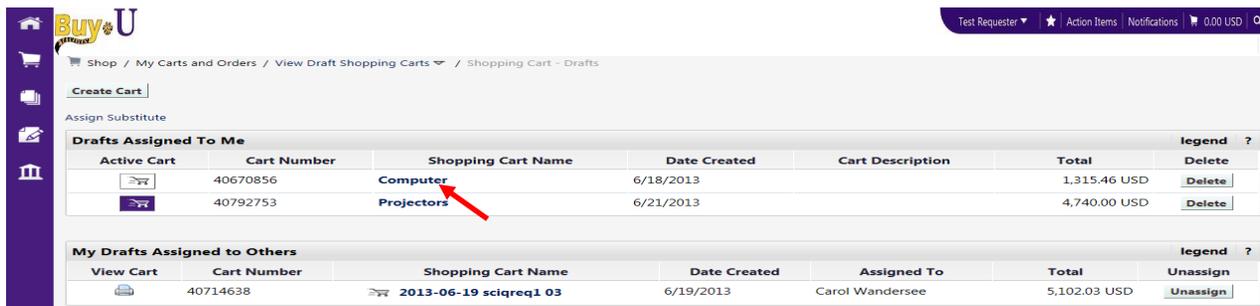
Procedure

1. Access your listing of carts by selecting the **shopping carts** icon from the navigation bar on the left side of the screen within **BUY-U**.

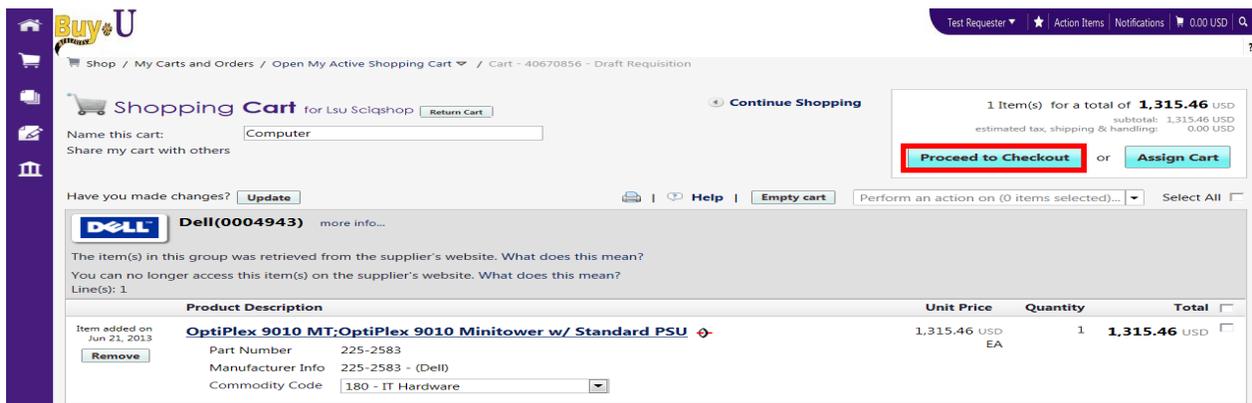


*Requesters can navigate to assigned carts from the homepage. Go to **Action Items** → **Carts Assigned to me**.

2. Click on the cart name in order to make it your active cart.



3. After reviewing and updating the cart, click the **Proceed to Checkout** button.



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4. Click on the **Ship To** tab, you can select from your profile addresses in the drop-down list or click on the **click here** link to select from all campus addresses.

Shipping address: select from your addresses

To choose a different address, click here

Address Details

| | |
|----------------|----------------|
| Contact Line 1 | Test Requester |
| Rm: | 6238 |
| Contact Line 4 | Purchasing |
| Address Line 1 | 433 Bolivar St |
| City | NEW ORLEANS |
| State | LA |
| Zip Code | 70112 |
| Country | United States |

Save Cancel

5. Click the **Save** button to attach the delivery address to the cart.

6. Click on the **Accounting Codes** tab.

7. Click on the **Required field** link or the **edit** button to search for the appropriate **Account and Speedchart**, and

| Account | Speedchart | Dept | Fund | Program | Class | Project |
|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------|
| no value Required field | no value |

View/edit by line item...

10. If needed, click on **Select from all values....** to search for the **Account** using the **Custom Field Search** criteria.

Lookup

Value: []

Description: office supplies

Search

Results Per Page: 20 Values Found 4 Page 1 of 1

| Value | Description | |
|--------|-----------------------------|--------|
| 546700 | Office Supplies | select |
| 546798 | Office Supplies-Fed Unallow | select |
| 546799 | Office Supplies-Reclass | select |
| 563522 | Int-Office Supplies | select |

11. You can enter all or part of the account number **Value** or **Description**.

12. Click **Select** to choose the desired **Account**.

13. Follow the same steps to add **the Speedchart**.

14. Click the **Save** button when complete.

You have successfully added delivery information and accounting codes to a requisition.



Requesters will be required to select an approver to complete the Accounting Codes section. However, the Approver will not be required to take action on orders less than \$5,000.00.