CART OVERVIEW
Items that you wish to order are initially put into a Cart where you define your products, quantities, ship to address, and accounting fields. Once your Cart is submitted into workflow, it becomes a Purchase Requisition (PR).

1. When you have finished shopping, click the icon at the top right of the page followed by to access your active cart.
2. Each cart icon will look different, updated with the dollar total in the cart.

EDIT CART
The first screen you see when clicking into your cart is the Edit Cart page:

Here you can update the Cart Name for your cart. To update the quantity of an item, change the value in the field, and click . When you have finished making all necessary changes, click .

REVIEW CART
The Review Cart page is where you will enter the ship to address, accounting codes, and make any other changes prior to submitting your cart for approvals.

SHIP TO ADDRESS
The Ship to address is a required field on all carts. To update the Ship to address:

1. Click the Summary Tab underneath the Requisition Tab.
2. Locate the Shipping section and click to the right of the address.
3. A pop-up window will appear where you can click select from org addresses to locate a new or an alternative address.
4. Verify the information that appears is correct, and if not, make any necessary changes, and then click .

ACCOUNTING CODES
You can assign accounting codes to the entire cart or individually to each line item. The Account and Speedchart are required values. Once selected, the Dept, Fund, Program, Class & GL Business Unit will automatically populate based upon the values chosen

1. To assign account codes, navigate to the Accounting Codes section below Shipping and click on the button to the far right.
2. From here, you can search for values for each required code.

3. Under Account, click the Select from all values... link to locate the appropriate value from the search menu. Follow the same process to select the Speedchart value.
4. Click when all values have been entered.

To update the account codes for each line individually:

1. Click the button next to each line item.
2. Follow the instructions above to update the account codes for each line item.

REQUISITION APPROVALS
Based on the contents of your cart, each line item cost, the total PR cost, and the accounting code values, your cart will be subjected to one or more approvals before becoming a Purchase Order. To see which approvals your cart is subject to:

1. Prior to submitting your cart, click the tab.
2. You will see a diagram with future workflow steps similar to this one:

PLACE ORDER
Once all required fields have been completed and verified, click to submit your requisition for approval. Your cart is now a Requisition and the system will provide you with a Requisition number that can be used to track the progress of the requisition through the approval process.