

This guide demonstrates how to view cart details and prepare the cart to become a requisition. The shopper can complete the required cart information prior to assigning the cart to the requester. Completing the cart details prior to assigning the cart is not required, but may decrease the time needed for a requester to submit the cart.

Procedure

1. Open the cart by clicking on it in the upper right-hand corner of the **BUY-U** screen and clicking the **View My Cart** button.

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2. Click the Proceed to Checkout button.

n <mark>Buy</mark> el	J	Andrew Brennan 🔻 🛛 🖈 🛛 Action Items 🗍 Notifications 🗍 🎘 3.251.29 USD 🛛 🔾
📜 📜 Shop 👌 My	arts and Orders 〉 Open My Active Shopping Cart 🗢 👌 Cart - 1396051 - Draft Requisition	
Name this cart:	pping Cart for Andrew Brennon 2015-07-28 abren2 01	Continue Shopping 1 Rem(s) for a total of 3,251.29 UID Loboral 131.39 UID estimated tax, physical 3,31.39 UID estimated tax, physical 3, Ameridan C 200 UID
Have you made	rbannes? Itedae	Proceed to Checkout or Assign Cart
	VWR International more info	
The item(s) in t	his group was retrieved from the supplier's website. What does this mean?	
Need to make Line(s): 1	changes? MODIFY ITEMS VIEW ITEMS Item(s) was retrieved on: 7/28/2015 2:19:17 PM	
	Product Description	Unit Price Quantity Total 🔟
Item added on Jul 28, 2015 Remove	BALANCE 60G X 0.01MG / 200G X 0.1MG Part Number 10205-026 Manufacturer Info VWR-225AC - (VWR International)	3,251.29 USD 1 3,251.29 USD EA
	Contract Test001 - more info VWR Agreement change	

3. Across the top of the cart will be a listing of the fields that are required before the Requisition can be submitted.

		Andrew Brennan 🔻	🖈 Action Items I	Notifications	📜 3,251.29 USD 🔍 🔍
📜 🦷 Shop 👌 My Carts and Orde	s 🕐 Open My Active Shopping Cart 🗙 👌 Summary - 1396051 - Draft Requisition				
🕘 🧭 General 🔔 Final Rev	•		Assign	Cart	
			Return t	o shopping a	art 🔳 Continue Shopping
12	🔺 Almost ready to go! The list below needs to be addressed before the request can be submitted.				
	Required field: Account				
2	Required field: class Required field: class				
	Required field: Fund				
bh.	Required field: GL Business Unit	This is a partial list o	of errors. Click here to se	e all (7)	
Requisition DR Approvals	DO Braine Comment Attackment Minton				

Viewing Cart Details

4. Failure to select the **Ship To** and **Accounting** fields are the most common errors on the cart and must be completed to submit the requisition for approval. Shoppers can click the **Assign Cart** button without resolving any of the warning notifications that might be displayed. The requester will need to resolve all issues prior to submitting the cart.



5. Requesters have a Submit Requisition button. Any warnings presented by the system must be resolved to activate the **Submit Requisition** button.

🐂 Shop 👌 My Carts and Orders	Open My Active Shopping Cart 🗢 👌 Summary - 13960	51 - Draft Requisition					
						Submit Requisition	
🥑 General 🥑 Final Review						Assign Cart	
	All done! The required information has be Once you have reviewed the details, you r	en completed and t	his request is ready to be submitted. king the Submit Requisition button at	the top of the page.		Return to sho	opping cart ④ Continue Sho
equisition PR Approvals PC Summary Shipping B	D Preview Comments Attachments History illing Accounting Codes Supplier Info SI	hipping & Handling Ch	arges				6
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You have successfully viewed the cart details and prepared the cart to become a requisition.