



# Quick Reference

## Guide

### Viewing Cart Details



#### In This Guide

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- ✓ Preparing a cart to become a requisition

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

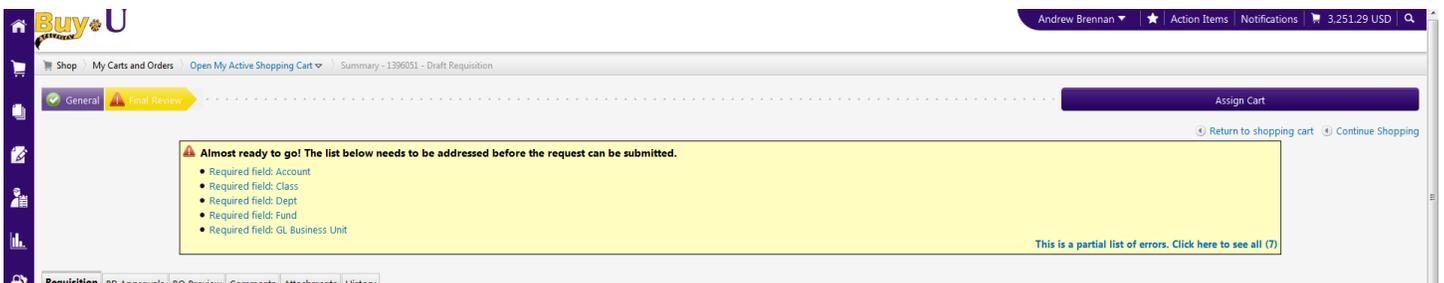
1. Open the cart by clicking on it in the upper right-hand corner of the **BUY-U** screen and clicking the **View My Cart** button.



2. Click the **Proceed to Checkout** button.



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



## 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.

BuyU

Test Requester | Action Items 1 | Notifications 1 | 3,251.29 USD

Shop | My Carts and Orders | Open My Active Shopping Cart | Summary - 1396051 - Draft Requisition

General | Final Review

Submit Requisition  
Assign Cart

All done! The required information has been completed and this request is ready to be submitted.  
Once you have reviewed the details, you may continue by clicking the Submit Requisition button at the top of the page.

Return to shopping cart | Continue Shopping

Requisition | PR Approvals | PO Preview | Comments | Attachments | History

Summary | Shipping | Billing | Accounting Codes | Supplier Info | Shipping & Handling Charges

General	Shipping	Billing
<b>Cart Name</b> 2015-07-28 abren2 01	<b>Ship To</b> Andrew Brennan Rm: 623 Purchasing/Resource 433 Bolivar St New Orleans, LA 70112 United States	<b>Bill To</b> Accounts Payable 433 Bolivar St New Orleans, LA 70112 United States
<b>Description</b> no value		<b>Billing Information</b> SSC Customer # no value
<b>Prepared by</b> Test Requester		<b>Credit Card Info</b> No credit card has been assigned.
<b>Prepared for</b> Andrew Brennan		
<b>Home Department</b> 1663000 Purchasing		
<b>Ad hoc Approver</b> no value		
<b>Ad hoc Reviewer</b> no value		

**You have successfully viewed the cart details and prepared the cart to become a requisition.**