

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**.

	ñ	Test Requester 🔻 🖈 Action Items Notifications 🕷 0.00 USE	۹
d		Shop Alt + P	?
	`]	Product Quick Search Shopping My Carts and Orders Go My Carts and Orders Open My Active Shopping Cart Go My Carts and Orders View Draft Shopping Carts Go My Carts and Orders View Draft Shopping Carts Go	
	Â	Admin	? ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
		Thomas P	

*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.

^	Buy&U				Test Rec	uester 🔻 🛛 ★ 🛛 Action Items 🗌 Notific	ations 🗎 🌹 0.00 USD	Q. ?
	Shop / My Ca	rts and Orders / View Draft	Shopping Carts 🗢 🖌 Shopping Cart - Drafts					
1	Assign Substitute Drafts Assign	ed To Me	Channeling Cont Name	Data Grandad		T-1-1	legend	?
血	Active Can	Cart Number	Shopping Cart Name	Date Created	Cart Description	Total	Delete	
	-24	40670856	Computer	6/18/2013		1,315.46 USD	Delete	
	िम्ह	40792753	Projectors	6/21/2013		4,740.00 USD	Delete	
	My Drafts As	signed to Others	•				legend	?
	View Cart	Cart Number	Shopping Cart Name	Date Created	Assigned To	Total	Unassign	
	a	40714638	≥ 2013-06-19 sciqreq1 03	6/19/2013	Carol Wandersee	5,102.03 USD	Unassign	

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

1	Buy+U	Test Requester	🔹 🛛 🗙 🛛 Action Iten	ns Notifications 🍹 0.00 USD 🔍
-	shop / My Cate and Orders / Open My Active Shopping Cate Y / Cart - 40670256 - Droft Requirition			?
	Shopping Cart for Lsu Sclashop Return Cart Computer Share my cart with others	1 Ite estima Proceed to C	em(s) for a to ted tax, shipping heckout	tal of 1,315.46 USD subtotal: 1,315.46 USD & handling: 0.00 USD or Assign Cart
	Have you made changes? Update Dell(0004943) more info	rm an action on (0	items selecte	d) 🕶 Select All
	The item(s) in this group was retrieved from the supplier's website. What does this mean?			
	You can no longer access this item(s) on the supplier's website. What does this mean? Line(s): 1			
	Product Description	Unit Price	Quantity	Total 🕅
	Item added on Jun 21, 2013 OptiPlex 9010 MT:OptiPlex 9010 Minitower w/ Standard PSU Part Number 225-2583 Remove Manufacture for 225-2583 - (Dell) Commodity Code 180 - IT Hardware	1,315.46 USD EA	1	1,315.46 USD 🗖

Adding Delivery and Accounting Information to Carts

- 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.
- 5. Click the **Save** button to attach the delivery address to the cart.
- 6. Click on the **Accounting Codes** tab.

omplete the fields below hange, select a different a	to enter your shipping address for this order. If you need to ma address from the available options.	ke a
Shipping address	select from your addresses	
lo choose a different add	ress, click here	
Address Details		
Contact Line 1	Test Requester	
Contact Line 1	Test Requester 623B	
Contact Line 1 Im: Contact Line 4	Test Requester 6238 Purchasing	
iontact Line 1 tm: iontact Line 4 iddress Line 1	Test Requester 623B Purchasing 433 Bolivar St	
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7. Click on the Required field link or the edit button to search for the appropriate Account and Speedchart. and

			Accountin	ng Codes			?
Account	Speedchart	Dept	Fund	Program	Class	Project	edit
no value Sequired field	no value Required field	no value Required field	o value Required field	no value Required field	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.

Value		2	
Description	office supplies Search		
Results Per Pa	age 20 🔻	Values Found 4	🔳 Page 1 of 1 💌
	Value	 Descriptio 	n 🏻 🗠
546700		Office Supplies	select
546798		Office Supplies-Fed Unallow	select
546799		Office Supplies-Reclass	select
563522		Iat-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.

