



Quick

Reference

Guide

Adding PCard Information



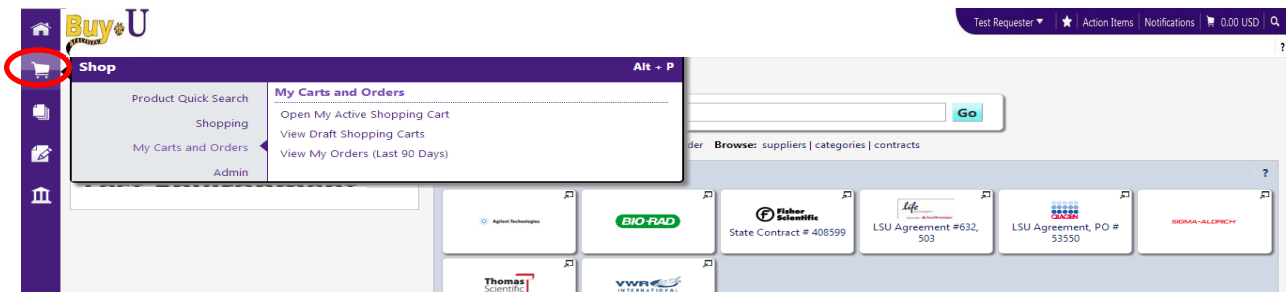
In This Guide

- ✓ Adding PCard information to a requisition

This guide demonstrates how to complete the shopping process by submitting a cart using the PCard. 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.

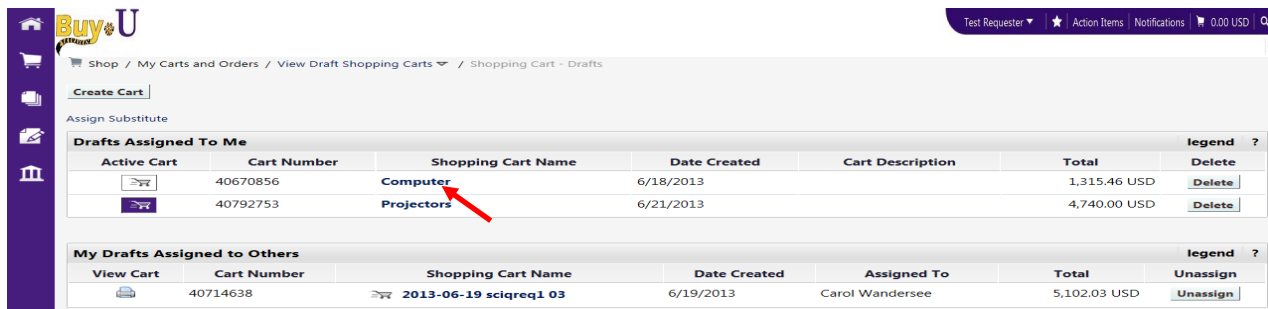
Procedure

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**.

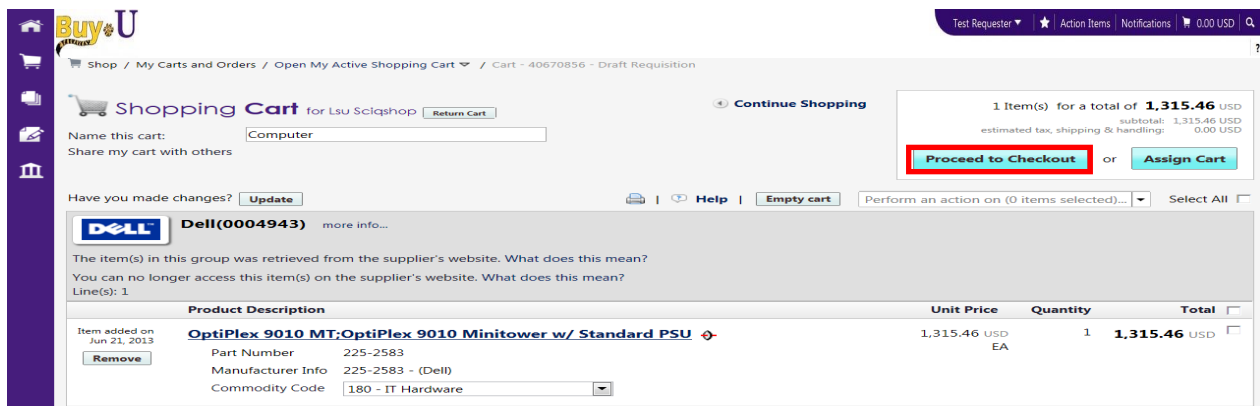


*Requesters can navigate to assigned carts from the homepage. Go to **Action Items** → **Carts Assigned to me**.

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.



Adding PCard Information



- Click on the **edit** tab next to Credit Card Info under the Billing section of the Requisition.

Billing

Bill To
Accounts Payable
433 Bolivar St
New Orleans, LA 70112
United States

Billing Information
SSC Customer # no value

Credit Card Info
No credit card has been assigned.

manage your cards...

View/edit by line item...

- Populate the required Credit Card fields and click **Save**.

Credit Card Info

Complete the fields below to enter your credit card information for this order.
Or to add a new credit card, [click here](#)

Card Details

Cardholder Name

Card Number

Card Security Code

Expiration Date 1 2016

Save Cancel Clear

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

- Click on the **edit** button to search for the appropriate **Account and Speedchart**.

Accounting Codes

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

View/edit by line item...

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

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

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

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

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

Lookup

Value

Description office supplies

Search

Results Per Page 20 Values Found 4 Page 1 of 1

Value	Description
546700	Office Supplies
546798	Office Supplies-Fed Unallow
546799	Office Supplies-Reclass
563522	lat-Office Supplies

You have successfully added PCard information to a requisition.