

### Finalize Requisition and Submit for Approval



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This guide demonstrates how to finalize the requisition and submit for approval.

#### Procedure

1. On the **active cart** page, click the **Proceed to Checkout** button.

The screenshot shows the 'Shopping Cart' page for 'Test Requester'. The cart contains one item: 'VWR BEAKER PTFE 25ML PK2'. The total amount is 30.08 USD. The 'Proceed to Checkout' button is highlighted with a red box.

Product Description	Unit Price	Quantity	Total
VWR BEAKER PTFE 25ML PK2	30.08 USD	1	30.08 USD

2. Click the **Final Review** segment of the process flow diagram to complete your review. If needed, click the **Edit** button to make updates as required.

The screenshot shows the 'Final Review' page for the requisition. The 'Final Review' tab is highlighted with a red box. A red arrow points from this tab to the 'Submit Requisition' button, which is also highlighted with a red box. A yellow message box states: '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.'

General	Shipping	Billing
<b>Cart Name</b> : Training <b>Description</b> : no value <b>Prepared by</b> : Test Requester <b>Prepared for</b> : Test Requester <b>Home Department</b> : 000001 <b>Ad hoc Approver</b> : no value <b>Ad hoc Reviewer</b> : no value	<b>Ship To</b> Test Requester Rm: 623 Purchasing 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>Billing Information</b> SSC Customer #  <b>Credit Card Info</b> No credit card has been assigned.

3. Click the **Submit Requisition** button.

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A confirmation message will appear, along with a summary of your requisition.

The screenshot shows the Buy-U website interface. At the top, there is a navigation bar with the Buy-U logo on the left and user information on the right, including 'Test Requester', 'Action Items', 'Notifications', and '0.00 USD'. Below the navigation bar, there is a breadcrumb trail: 'Shop > My Carts and Orders > Open My Active Shopping Cart > Submitted - Requisition 1395209'. The main content area features a 'Requisition Information' box with a green checkmark icon and the following text: 'Congratulations! You have successfully submitted your request. If you need to view or print a copy, click [Quick View](#) or view its status on the [Approvals Tab](#).' Below this, a summary of the requisition is provided: 'Here is a summary of the requisition. You can also retrieve this requisition at any time via the document history search page.' A table follows with the following data:

Requisition number	1395209 <a href="#">view</a>
Requisition status	Pending
Cart name	Training
Requisition date	7/27/2015
Requisition total	30.08 USD
Number of line items	1

Below the table, there is a section titled 'What would you like to do next? Here are links to some common actions.' with a bulleted list of links:

- [Search for another item](#)
- [View order history](#)
- [Check the status of an order](#)
- [Return to your home page](#)
- [Create new draft cart](#)

**BUY-U** will send an email notification to the shopper notifying them that their order has been processed.

**BUY-U** will also send email the approver(s) to approve the requisition, if necessary.

***You have successfully finalized a requisition and submit that requisition for approval.***