

#### 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. In the navigation bar on the left, hover over the Shopping Cart icon  $\rightarrow$  My Carts and Orders and select View Carts.

*					AII -	Search (Alt+Q)	a 0.00 USD 👻	♡ 🔽 💭 🖢
	Shop & Shopping & Shopping Home		-					
	Shop (Alt+P)	Open My Active Shopping Cart	-					
	Phopping	View Carts		~		Go		
	anopping							
	10.0-0-0-0-00-0-0-0-0-0-0-0-0-0-0-0-0-0-	view My Orders (Last 90 Days)	d search I fa	avorites I forms I quick order	rowse: suppliers I categories	contracts		
	My Carts and Orders	•						
0								[Manage Showcases]
**	Admin		unnline					2
			upplies					
- 122	Shopping Settings							
				10000		ThermoFisher		IDT
			elfi-c	Were dimetering Sectores	SIGMA-ALDRICH	formerty Life	BIOHAD	
Jula.								
								1
6				same cd2	Garea			
1 2					INCIENTIFIC	MENRY SCHEIN*	abcam	Cell Signaling
			IN I	The Party of Description				
					L			
- 25								

2. Click on the cart name in order to make it your active cart.

*					All - Searc	h (Alt+Q) Q	325.40 USD	. 🗢 🌬	41
SI	hop 🕨 My Carts and Orders 🕨	View Carts      Draft Carts							
	Cart Management							C	eate Cart ?
Ó N	Draft Carts 🗮 Assi	igned Carts							
	> Filter Draft Carts								
5	Туре 🗠	Cart Number	Shopping Cart Name	Cart Description	Date Created	Total 🗠		Action	
	Normal	3337767	2021-09-13 pdefou 06		9/13/2021		3,337.18 USD	View 💌	
	Normal	3362001 Active	Printer Paper		10/18/2021		325.40 USD	View 💌	
?	Normal	3362020	2021-10-18 pdefou 02		10/18/2021		0.00 USD	View 💌	

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

						All 👻 Sear	ch (Alt+Q) 0. 325.40 USD	¥
Shopping Cart • 3362001 •							Assign Cart	Proceed To Check
Simple Advanced							Details	
Search for products, suppliers, forms, part number, etc.						Q	For Patrick Defourneaux	
1 Item							Name	
Office Depot · 1 Item · 325.40 USD							Printer Paper	
SUPPLIER DETAILS							Estimate (325.40 USD)	
Need to make changes? MODIFY ITEMS   VIEW ITEMS Item(s) was retrieved on:	10/18/2021 2:25:43 PN	1					Subtotal	325.
<ul> <li>Office Depot(R) Brand White Copy Paper, Letter Size (8 1/2 x 11), 20 Lb, Ream Of 50</li> </ul>	00 Sheets, Case Of 10 R	eams					Shipping	0.
Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price		Handling	0.
Office Depot(R) Brand White Copy Paper, Letter Size (8 1/2 x           11), 20 Lb, Ream Of 500 Sheets, Case Of 10 Reams	273646	cs	325.40	1 CS	325.40	… 🗆		325.
ITEM DETAILS								

# Adding Delivery and Accounting Information to Carts

4. On the right, a list of issues are shown that need to be corrected in order to proceed. Click on the **Pencil** icon next to Shipping or click the **Required** icon to edit Shipping.

Requisition •	• 3363249 •		=	•	Assign Cart Submit Requisition
Summary	Taxes/S&H PO Preview Cor	nments Attachments History			
General		Shipping	Sector Billing	# ···· ~	Diait
Cart Name	Printer Paper	Ship To	Bill To		Correct these issues. You are unable to proceed until addressed.
Description	no value	no address	Accounts Payable		Required: Shipping address
Descend how	Detaile Defense	Required	433 Bolivar St		Required: Account
Prepared by	Patrick Deroumeaux -		United States		Required: Speedchart
Prepared for	Patrick Defourneaux				Required: Dept
Home	1662000				Required: Fund
Department	Purchasing		Billing Information		Required: Program
Business Unit	LSUNO		SSC Customer no value #		Required: Class Required: GL Business Unit
PO Number	NO				A Be aware of these issues.
Prefix			Credit Card Info		You may review and proceed.
Ad hoc	no value		No credit card bac been assigned		Empty: EMERGENCY COVID_19 FIELD an

5. Select from one of the addresses listed or use the search box to find an address.

<pre></pre>		All 👻	Search (Alt+Q)	325.40 USE		
-	Requi: Edit Shipping				×	hit Requisition
5	Ship To *					
。	Gene O No address assigned					
<u> </u>	Cart N O 1101500CSB - Patrick Defourneaux, 111, Biochemistry/Clin Science Res, 533 Bolivar St, New Orle	ans, LA 70112, Ur	nited States			ntil addressed.
-223	Descr 01663100 - Patrick Defourneaux, 625, Purchasing , 433 Bolivar St, NEW ORLEANS, LA 70112, Unite	d States				
հե	Prepa Search additional Q Results Per Page 10 V					
ត	Prepa					
-	Home Required fields			Save	Close	
~	beha	I constant		Required Cla	2-	
*		All -	Search (Alt+Q)	325.40 USD	-	
1	Require Edit Shipping				$\times$	hit Regulation
6	Ship To *					ř .
	Gene O No address assigned					
×	Cart h O 1101500CSB - Patrick Defourneaux, 111, Biochemistry/Clin Science Res, 533 Bolivar St, New Orlea	ns, LA 70112, Uni	ted States		_	ntil addressed.
-382	Descr O 1663100 - Patrick Defourneaux, 625, Purchasing, 433 Bolivar St, NEW ORLEANS, LA 70112, United	States				
ու	Prepa 9 1497500				C	
a>	Prepa Contact Line 1 * Patrick Defourneaux 🗸 Add to my addresses					
⇔	Home Depar Rm: * 650 Nickname * Ma	in Office				
	Busin Contact Line 4 Neuroscience Center					
	PO NL Address Line 1 2020 Gravier St					~
	City New Orleans					
	Appro State LA					D_19 FIELD and
	Ad ho Revisi Country United States					~
	EMER COVIT 1497500 Q Results Per Page 10 V			< 🚺 of 1	,	325.40
	FIELD					• 0.00
	IDA_2 ★ Required fields			Save C	Close	0.00
$\sim$						325.40

6. Selecting an address gives the option to update the Contact Line and Room Number. Click Add to my addresses to add to your address list. Here you can add a Nickname. Click the check box to make it your Default Address. Click Save to proceed.

# Adding Delivery and Accounting Information to Carts

7. Next, click the **Pencil** icon in the Accounting Codes section or click one of the **Required** icons.

Summary Taxes/S&H	PO Preview	Comments Att	tachments His	story									
General		ø	Shipping		ø	Billing		<i>.</i>	. •		Draft		
Cart Name	Printer Paper		Ship To			Bill To				Correct these You are unable	issues. e to proceed until add	iressed.	~
Description	no value		Patrick Defou	irneaux		Accounts Payable				Required: Ac	tount		
Prepared by	Patrick Defour	neaux	Neuroscience 2020 Gravier	e Center St		New Orleans, LA 701 United States	12			Required: Sp Required: De	edchart ot		
Prepared for	Patrick Defour	neaux	New Orleans, United States	LA 70112						Required: Fu Required: Pro	id gram		
Home Department	1663000 Purchasing					Billing Information				Required: Cla	aa Duulineen Unit		
Business Unit	LSUNO					SSC Customer #	no value			Required: GL	pusiness Unit		
PO Number Prefix	NO					Credit Card Info				You may revie	w and proceed.		~
Ad hoc Approver	no value					No credit card has b	een assigned.		-	Empty: EMER	GENCY COVID_19	FIELD and Hurricane	1
Ad hoo Reviewer	no value									Total (325 40 US	0)		~
EMERGENCY COVID_19 FIELD and Hurricane	no value A Empty									Pubtetal		93	25.4
IDA_21										Shipping		32	0.0
Accounting Codes										Handling			0.00
recounting codes												32	25.4

8. Click the search icon next to Speedchart.

Search for the appropriate Speedchart and click the plus sign to add.

		All -	Search (Alt+Q) 325,40 USD 🖉 💙 🍽 🌲
	Edit Accounting Codes	Lookup	× ×
16	Accounting Codes	Value Description	Filter
<u>e</u>	Account * Speedchart *		Clear All Filters Project =
-125	Search Q Search Q	A Page 1 of 200 1-20 of 4000 Results	20 Per Page 👻
հե		Value	
<u>a</u> ?	*	0050100001 A/H-BS-CLIN EDUC-testin	ng IB
-\$	★ Required fields	0050100002 A/H-SPECIAL PRG 0050100003 INTERDISCIPLINARY HUI	MAN STUDIE + Save Close
1		0050100004 A/H-DEAN	+ of these issues. ~
	PO Number NO Prefix	0050100005 405010320 A/H-DEAN'S	SEARCH + eview and proceed.
	Ad hoc no value	0050100006 INTERDISCPL HUMAN ST	TUD-GRATIS + MERGENCY COVID_19 FIELD and HIDA_21
		0050100300 A/H-Administration-ARRA	A Funds + USD) ~
		0050105001 A/H-DEAN-ADMISSIONS	+ 325.40
	EMERGENCY no value	0050115001 A/H-DEAN-ALUMNI AFF	+ 0.00
		0050140001 A/H-DEAN-MINORITY AF	+ 0.00
			Capcel 325.40
			Galicer

Click the search icon next to Account.
 Search for the appropriate Account code and click the plus sign to add.
 Save to continue.

### You have successfully added delivery information and accounting codes to a requisition.

