CART OVERVIEW
Items that you wish to order are initially put into a Cart. The Cart is where you define your products and quantities, ship to address, and accounting fields. Once your Cart is submitted into workflow, it becomes a Purchase Requisition (PR). Click the icon on the top right of the screen to access your cart.

EDIT CART
The first screen you see when clicking into your cart is the Edit Cart:

On this screen you can update your Cart Name and add a description to your cart. To update the quantity of a particular item, change the value in the field and click . You cannot complete this step with punch-out carts.

REVIEW CART
It is on the Review Cart page where you will enter the ship to address, speed chart, and make any other changes prior to submitting your cart for approvals.

SHIP TO ADDRESS
The Ship to address is a required field on all carts. To update or change the Ship to address:

1. Click the button to the right of “Ship To”
2. If you don’t have an address stored in your profile, select the link to search for the appropriate address.
3. If you have an address stored in your profile, select the drop-down menu and choose the ship-to address to use.
4. To choose a different address, select the link to select a different ship-to address.
5. Verify the information that appears is correct, and if not, make any necessary changes, and then click .

ACCOUNTING CODES
You can assign accounting codes to the entire cart or individually to each line item. Just enter the Speed Chart value, which will automatically populate the fund, department, program, and class values. To update the speed chart value to apply to the entire cart:

1. Scroll down below the Shipping address section to the Speed Chart:
2. Click the button.
3. Under Speed Chart, click the link to choose a value from your profile.
4. Choose the appropriate value from the drop down list and click .
5. Or, if you need to search for an accounting code, click the link.
6. Enter the search criteria, and then click .
7. Click next to the speed chart to use.
8. The values for fund, department, program, and class will auto-populate based on the speed chart selection. Click .

If you wish to update the speed chart for each line individually:

1. Click the button next to each line item.
2. Follow the instructions above to update the speed chart for each line item.

PR APPROVALS
Based on the contents of your cart, each line item cost, the total PR cost, and the Speed Chart values, your cart will be subjected to one or more approvals before becoming a Purchase Order. To see what approvals your cart is subject to:

1. Click the tab at the top of your cart.
2. You’ll see a diagram with future workflow steps similar to this one:

PLACE ORDER
Once all required fields have been completed and verified, click to submit your order for approval. Your cart is now a Requisition and the system will provide you with a Requisition number that can be used to track the progress of the requisition through the approval process.