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 for approval, it becomes a Purchase Requisition (PR).

Click on the link on the top right of the screen to access your cart. Each Cart icon will look different, updated with the number of items and dollar total in the 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 Quantity field and click Update. Once you are finished editing a cart, click Proceed to Checkout.

REVIEW CART
It is on the Review Cart page where you will enter the ship to address, account codes, 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 select from org addresses link to search for the appropriate address.
3. If you have an address stored in your profile, select the select from your addresses 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.

ACCOUNTING CODES
You can assign accounting codes to your entire cart, or individually to each line item. Please note that the Cost Object and GL Account are both required fields on your cart.

To update the accounting codes to apply to the entire cart:
1. Scroll down below the Shipping address section to the Accounting Codes:
2. Click the Select from profile values link to choose a value from your profile.
3. Choose the appropriate value from the drop down list and click Save.
4. Of, if you need to search for an accounting code, click the Select from all values link.
5. Enter the search criteria, and then click Search.
6. Click select next to the accounting code to use.

If you wish to update the accounting codes for each line individually:
1. Click the edit button next to each line item.
2. Follow the instructions above to update the accounting codes for each line.

PURCHASE REQUISITION (PR) APPROVALS
Based on the contents of your cart and the values entered for your Cost Center and Account Number, 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 PR Approvals tab at the top of your cart.
2. You will see a diagram with the future workflow steps:
3. Click on the View approvers link to see the individuals associated with this approval step.

PLACE ORDER
Once all required fields have been completed and you have verified that the item and quantity is correct, click the link at the top right of the screen 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.