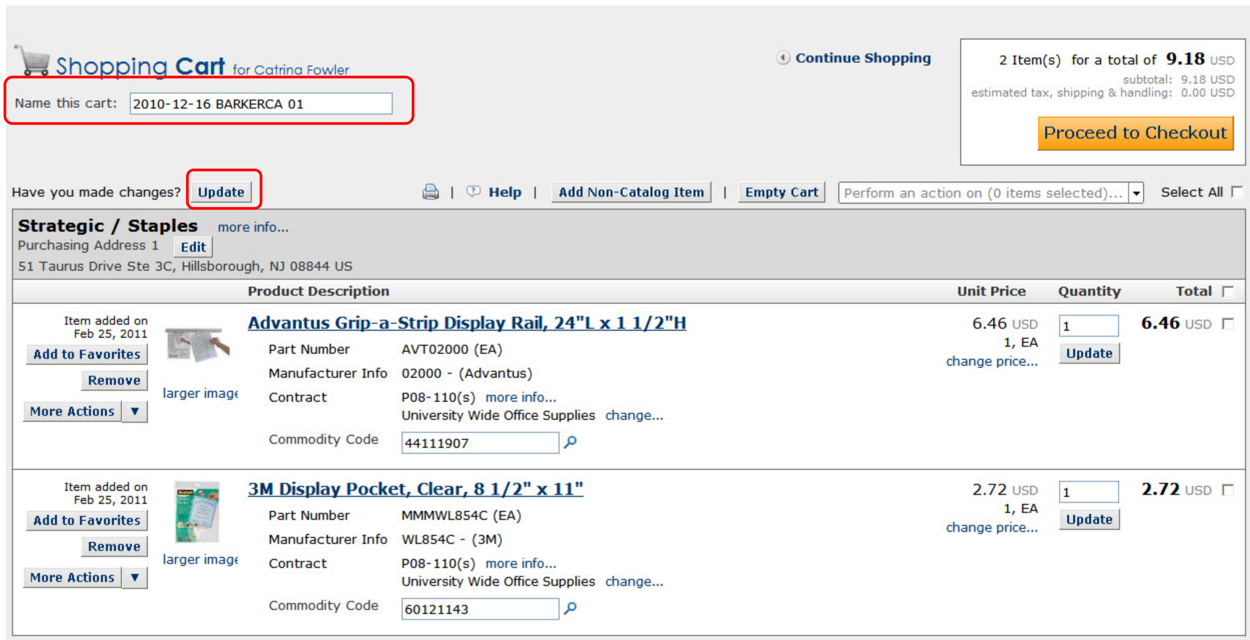
Finalizing the Cart

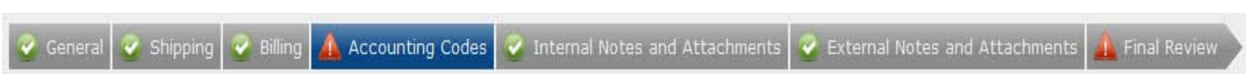
When all the items are in the shopping cart and you have selected the shopping cart link.

You will be directed to the *Shopping Cart*.

1. Rename your cart in the *Name this cart* field
2. Select 
3. Review the items that are in your cart
4. Select 



Once you have selected the  button you are ready to finalize your order. There will be a ribbon across the top to help guide you through the steps.



If all of the required information is defaulted, then you will see  for each section which means you are ready for your final review. If required information is not defaulted in your profile, you will see  for those areas the errors must be corrected before proceeding to Final Review.

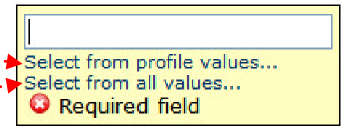
Note: Depending on how your *Profile* is set up or how you started the cart will determine how the ribbon will appear.

To add the missing required information

1. Select no value Required field link
   2. Select *Select from profile values* link; if you entered information into your profile.
   3. Select the information from the drop down list

   Or

   2. Select *Select from all values* link; if you didn't enter information into your profile
   3. Then type in information in the search box and locate the information



4. Once the fields are all filled in
5. Select the Save button

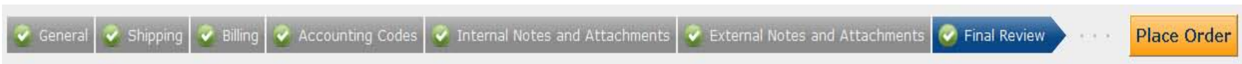
Follow these steps for each area that is missing required information.

To add Internal Notes and Attachments or External Notes and Attachments

1. Select the *Internal Notes and Attachments* or *External Notes and Attachments* section from the ribbon area.
2. To add a note select the edit button
3. Type the note in the note field
4. Select Save
5. To add an attachment select the add attachment... link
6. Select Browse...
7. Find the document and open
8. Select Save

Final Review

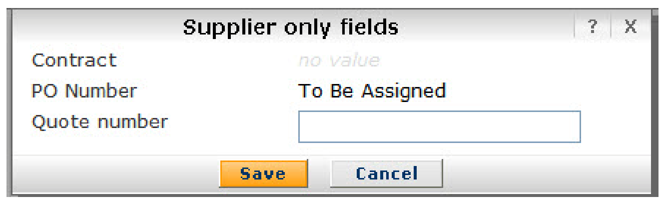
Once you have added the required information, including added any attachments and notes, you are ready for the Final Review. Select the *Final Review* section of the ribbon



In this section, you can review all of the information for your requisition. You want to make sure that the correct index number(s), account and location codes are being used. Make sure the transaction date, ship to, requestor and contact information is correct.

In this area, you can add the quote number to be printed on the purchase order.

To add the ***Quote Number***



1. Under the *Supplier / Line Item Details* area on the right side
2. Select edit
3. In the *Quote number* field type in the number
4. Select Save

After you have reviewed the information, select the Place Order button, at the end of the ribbon. You will then see confirmation and your order will then go thru the approval stages.