

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.

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1	Shopping	Open My Active Shopping Cart View Carts View My Orders (Last 90 Days)	d coarch l fe	voites forms quick order	Provence: suppliers Loategories	Go		
9	My Carts and Orders Admin Shopping Settings		Supplies		browse: suppliers categories			[Manage Showcases]
тг 177			in.	VVER Canada Volumer	SERMA ALEPSCH	ThermoFisher SCIENTIFIC formerly Life	BIO-RAD	IDT
ൺ പ്പം			2001			HENRY SCHEIN*	abcam	Cell Signaling

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

*						All - Search (Alt+Q) Q	325.40 USD	₩ ♡ ₩	* 1
	Shop 🕨 My Carts and Orders 🕨	View Carts 🕨 Draft Carts								
2	Cart Management								C	Create Cart
Ĩo	Draft Carts Ass	igned Carts								
<u>o</u>		girea ourta								
	Filter Draft Carts									
-125	Туре 🗠	Cart Number	Shopping Cart Name	Cart Description	Date Created		Total 🗠		Action	
հե	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 💌	
ā;	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)	♥ ₩ ▲ 1
1	Shopping Cart • 3362001 •							🚍 🖶 Assign Cart	Proceed To Checkout
6	Simple Advanced							Details	~
<u>e</u>	Search for products, suppliers, forms, part number, etc.						٩	For Patrick Defourneaux	
-125	1 Item						· ·	Name	
հե	Office Depot · 1 Item · 325.40 USD							Printer Paper	
ă۶	SUPPLIER DETAILS							Estimate (325.40 USD)	~
	 Need to make changes? MODIFY ITEMS VIEW ITEMS Item(s) was retrieved or Office Depot(R) Brand White Copy Paper, Letter Size (8 1/2 x 11), 20 Lb, Ream Of 5 							Subtotal	325.40
- C2	 Office Depot(R) Brand White Copy Paper, Letter Size (8 1/2 x 11), 20 LB, Ream OF 8 	suo sneets, case or it	JReams					Shipping	0.00
	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price		Handling	0.00
	Office Depot(R) Brand White Copy Paper, Letter Size (8 1/2 x Intervention 11), 20 Lb, Ream Of 500 Sheets, Case Of 10 Reams	273646	cs	325.40	1 CS	325.40	… 🗆		325.40
	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.

Draft
to proceed until addressed.
pping address
ount
edchart
d
gram
ss Business Unit
ese issues.
v and proceed.
e F n o a

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

equi: Edit Shipping							×	hit Requisition
Ship To *								
Gene No address as:	signed							
O 1101500CSB -	Patrick Defourneaux, 111, Biochem	nistry/Clin Science Res , 533 Bo	olivar St, New Orleans, LA	70112, Unite	d States			ntil addressed.
escr 01663100 - Pa	atrick Defourneaux, 625, Purchasing ,	433 Bolivar St, NEW ORLEANS	S, LA 70112, United States					e
epa Search additional	Q Results Per P	Page 10 ▼						
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ammi Ship To * Constant No address assister Constant No address				0112, United	States			
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Semantian Ship To * Ship To * O No address assi Cart N O 1101500CSB - Descr O 1663100 - Pa	Patrick Defourneaux, 111, Biochemi		, LA 70112, United States	0112, United	States			
Contact Line 1 *	Patrick Defourneaux, 111, Biochemi trick Defourneaux, 625, Purchasing , Patrick Defourneaux	433 Bolivar St, NEW ORLEANS,	, LA 70112, United States		States			
Contact Line 1 *	Patrick Defourneaux, 111, Biochemi trick Defourneaux, 625, Purchasing, Patrick Defourneaux 650	433 Bolivar St, NEW ORLEANS,	, LA 70112, United States		States			
Exit Shiping Ship To Ship To No address assisted O 1663100 - Pa Spanne Contact Line 1 * Rm: * Contact Line 4	Patrick Defourneaux, 111, Biochemi trick Defourneaux, 625, Purchasing , Patrick Defourneaux 650 Neuroscience Center	433 Bolivar St, NEW ORLEANS,	, LA 70112, United States		States			
Contact Line 1 Contact Line 4 Address Line 1	Patrick Defourneaux, 111, Biochemi trick Defourneaux, 625, Purchasing, Patrick Defourneaux 650	433 Bolivar St, NEW ORLEANS,	, LA 70112, United States		States			
Contact Line 1 Contact Line 4 Cottact Line 4 Cottact Line 4 Cottact Line 4	Patrick Defourneaux, 111, Biochemi trick Defourneaux, 625, Purchaeing, . Patrick Defourneaux 650 Neuroscience Center 2020 Gravier St	433 Bolivar St, NEW ORLEANS,	, LA 70112, United States		States			
Contact Line 1 * Contac	Patrick Defourneaux, 111, Biochemi trick Defourneaux, 625, Purchasing, Patrick Defourneaux 650 Neuroscience Center 2020 Gravier St New Orleans	433 Bolivar St, NEW ORLEANS,	, LA 70112, United States		States			TR addressed.
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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 Con	nments Atta	achments History										
General		ø	Shipping		ø	Billing		ø			Draft		
Cart Name	Printer Paper		Ship To			Bill To				rrect these issu u are unable to	ues. proceed until ad	ldressed.	~
Description	no value		Patrick Defourneaux Rm: 650			Accounts Payable 433 Bolivar St				quired: Accou			
Prepared by	Patrick Defourneaux		Neuroscience Center 2020 Gravier St			New Orleans, LA 70 United States	12			quired: Speed quired: Dept	lohart		
Prepared for	Patrick Defourneaux		New Orleans, LA 701 United States	12						quired: Fund quired: Progra	am		
Home Department	1663000 Purchasing					Billing Information			Re	quired: Class quired: GL Bu			
Business Unit	LSUNO					SSC Customer #	no value			aware of these			~
PO Number Prefix	NO					Credit Card Info				u may review a			~
Ad hoc Approver	no value					No credit card has b	en assigned.			npty: EMERGE	NCY COVID_19	FIELD and Hur	ricane
Ad hoc Reviewer	no value												~
EMERGENCY COVID_19 FIELD and Hurricane	no value								Total (3	325.40 USD)			~
IDA_21									Subtota				325.40
									Shippin	-			0.00
Accounting Codes								<i>•</i>	Handlin	9			0.0
Account Sp	eedchart Dept	Fun	d Program	Class	Project	PC Bus Unit	Activity ID	GL Business Unit					325.4

8. Click the search icon next to Speedchart.

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

	lit Accounting Co	ues		Lookup				×		×
Ad	counting Codes			Value		Description	Filter	i i	(
A.	ccount *	Speedchart *					Clear All Filters			Project 🚡
	Search Required	Q Search	٩	< > Page	1 of 200	1-20 of 4000 Results	20 Per Page	-		
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				0050100002		A/H-SPECIAL PRG	+			
*	Required fields			0050100003		INTERDISCIPLINARY HUI	MAN STUDIE +		Save	Close
10	1			0050100004		A/H-DEAN	+		of these issues.	
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				0050100300		A/H-Administration-ARR/	A Funds +		USD)	
		no value		0050105001		A/H-DEAN-ADMISSIONS	+			
				0050115001		A/H-DEAN-ALUMNI AFF	+			
				0050140001		A/H-DEAN-MINORITY AF	+			
				00001 40001		* //		-	<u>.</u>	32

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.

