

In This Guide

✓ Adding PCard information to a requisition



This guide demonstrates how to complete the shopping process by submitting a cart using the PCard. 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. Access your listing of carts by selecting the **shopping carts** icon from the navigation bar on the left side of the screen within **BUY-U**.

	ñ	<u>₿uy</u> ≉U			Test Requester 🔻 🔺 Action Items Notifications 🗎 0.00 USD 0	۹
		principal				?
U		Shop		Alt + P		
	-	Product Quick Search My Carts and Orders				
	-	Shopping Open My Active Shopping	Cart		Go	
	-	View Draft Shopping Carts			der Browse: suppliers categories contracts	
	<i>C</i>	View My Orders (Last 90 D Admin	ays)			
	•	Admin	1	2		
	血				C Fisher Life	
			* Agitest Technologies	BIO RAD	State Contract # 408599 State Contract # 40859 State Contract # 40859	
						1
			Thomas	P		
			Thomas Scientific			

*Requesters can navigate to assigned carts from the homepage. Go to Action Items \rightarrow Carts Assigned to me.

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

Buy & U				Test Re	equester 🔻 🛛 🛨 🛛 Action Items 🗌 Notifica	tions 📔 🕅 0.00 U	SD
📜 Shop / My Car	ts and Orders / View Draft S	hopping Carts 🗢 🖌 Shopping Cart - Drafts					
Create Cart							
Drafts Assign	ed To Me					legend	1
Active Cart	Cart Number	Shopping Cart Name	Date Created	Cart Description	Total	Delete	
	40670856	Computer	6/18/2013		1,315.46 USD	Delete	
िम्ह	40792753	Projectors	6/21/2013		4,740.00 USD	Delete	
		•					
My Drafts Ass	igned to Others					legend	7
View Cart	Cart Number	Shopping Cart Name	Date Created	Assigned To	Total	Unassign	

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

► <mark>Buv</mark> øU			Test Requester 🔻 🛛 🖈 🛛 Action Items 🔷 Notifications 🛛 🗮 0.00 USD
Cumunst			
🗧 📜 Shop / My C	arts and Orders / Open My Active Shopping Cart 🔻 / Cart - 4067085	56 - Draft Requisition	
🔪 🐂 Shor		Continue Shopping	1 Item(s) for a total of 1,315.46 USD subtotal: 1,315.46 USD
Name this cart:	Computer		estimated tax, shipping & handling: 0.00 USD
Share my cart w	ith others		Proceed to Checkout or Assign Cart
Have you made	changes? Update	🚔 🏷 Help Empty cart Perfo	orm an action on (0 items selected) ▼ Select All Γ
DØLL	Dell(0004943) more info		
The item(s) in t	his group was retrieved from the supplier's website. What does	this mean?	
	ger access this item(s) on the supplier's website. What does this	s mean?	
Line(s): 1			
	Product Description		Unit Price Quantity Total
Item added on Jun 21, 2013	OptiPlex 9010 MT;OptiPlex 9010 Minitower w/	Standard PSU 🔶	1,315.46 USD 1 1,315.46 USD
Jun 21, 2013	OptiPlex 9010 MT;OptiPlex 9010 Minitower w/ Part Number 225-2583	<u>Standard PSU</u>	1,315.46 USD 1 1,315.46 USD EA
		<u>Standard PSU</u> ↔	

Adding PCard Information

Adding PCara Information		
4. Click on the edit tab next to Credit Card Info under the Billing section of the Requisition.	Billing Bill To Accounts Payable 433 Bolivar St New Orleans, LA 70112 United States	edit
	Billing Information SSC Customer # no value	edit
	Credit Card Info No credit card has been assigned.	edit
		manage your cards View/edit by line item
5. Populate the required Credit Card Credit Card Info		
J. I UDUILIE ITE TEUUIEU CIEUI CUIU Credit Card Info		2 X

. Populate the required Credit Card fields and click Save .	Credit Card Info				
neids and click save .	Complete the fields below to enter your cre Or to add a new credit card, click here	dit card information for this order.			
	Card Details				
	Cardholder Name				
	Card Number				
	Card Security Code				
	Expiration Date	1 👻 2016 💌			
	Γ	Save Cancel Clear			

6. Click on the Accounting Codes tab.

7. Click on the edit button to search for the appropriate Account and Speedchart.

Accounting Codes							
Account	Speedchart	Dept	Fund	Program	Class	Project	edit
no value [©] Required field	no value S Required field	no value S Required field	no value Required field	Required field	Required field	no value	
							View/edit by line item

10. If needed, click on Select from all values.... to search for the Account using the Custom Field Search criteria.



You have successfully added PCard information to a requisition.