# Quick Reference Guide

Adding PCard Information

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.
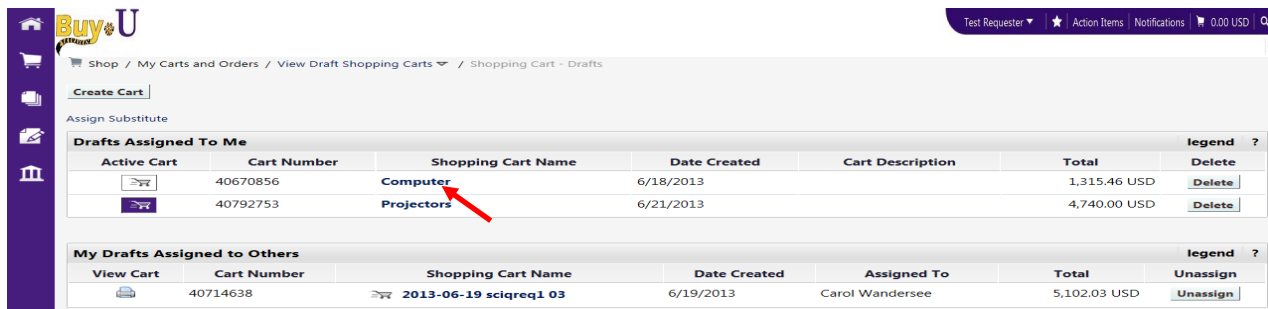
Procedure

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**.
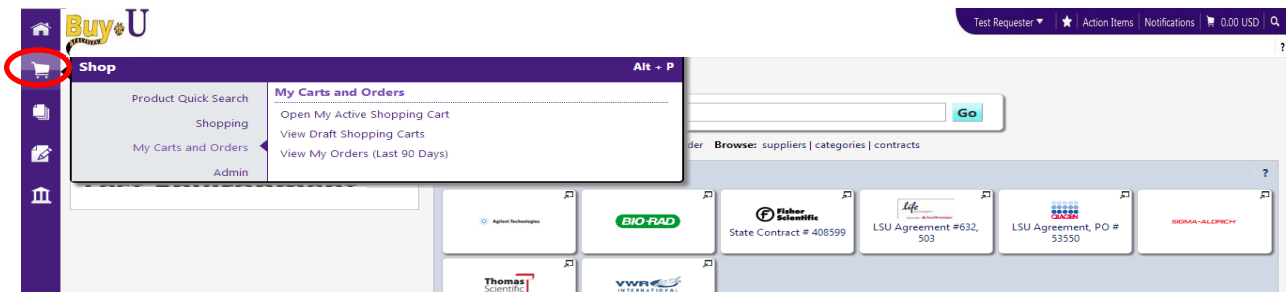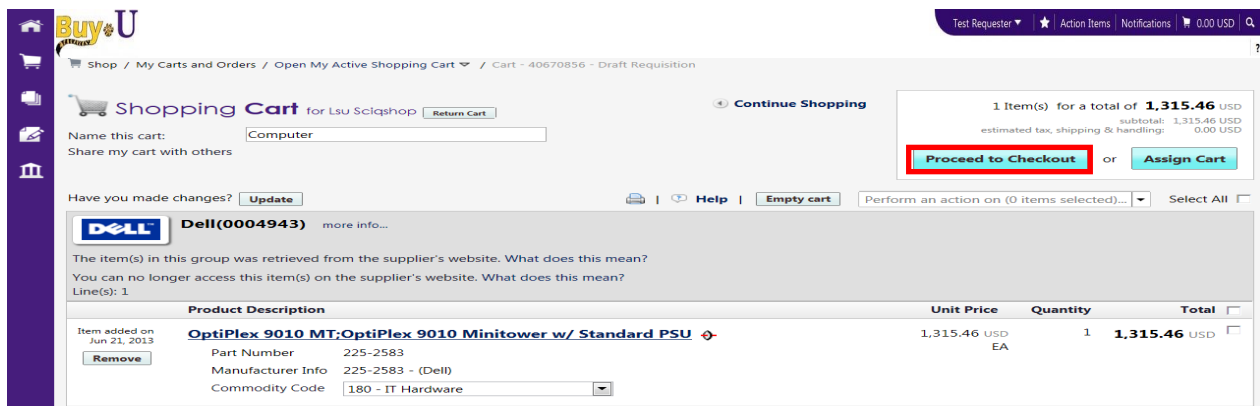

   *Requesters can navigate to assigned carts from the homepage. Go to **Action Items → Carts Assigned to me**.

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

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

4. Click on the **edit** tab next to Credit Card Info under the Billing section of the Requisition.

5. Populate the required Credit Card fields and click **Save**.

6. Click on the **Accounting Codes** tab.

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

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

11. You can enter all or part of the account number **Value** or **Description**.

12. Click **Select** to choose the desired **Account**.

13. Follow the same steps to add **the Speedchart**.

14. Click the **Save** button when complete.

You have successfully added PCard information to a requisition.