

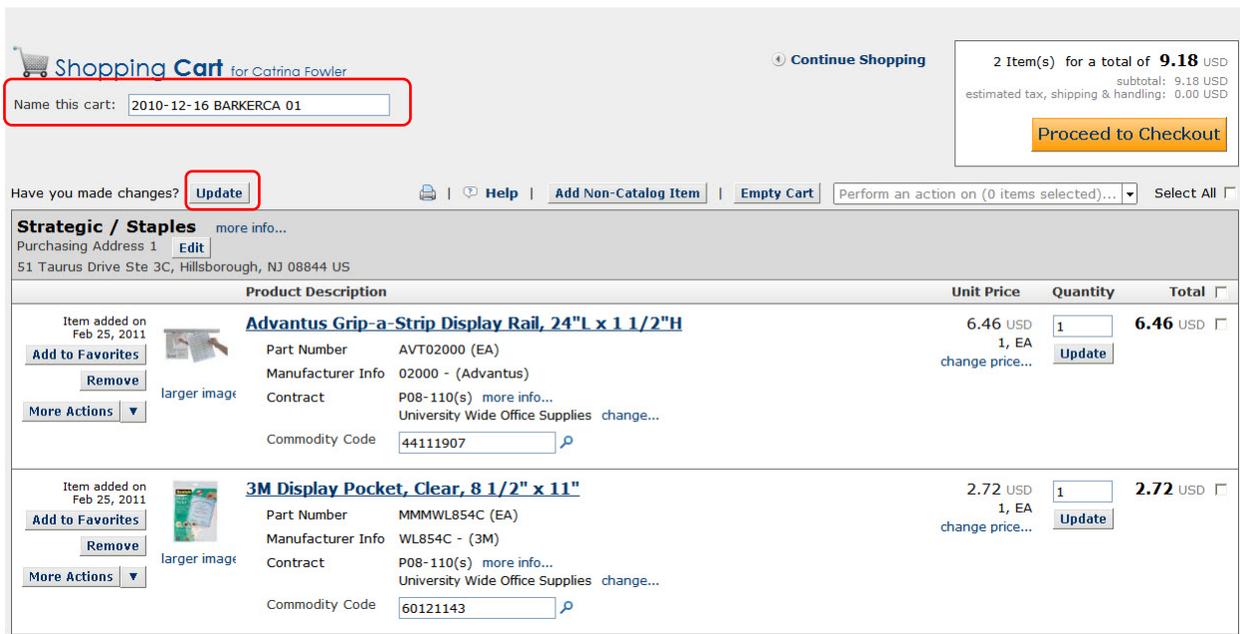
Finalizing the Cart

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

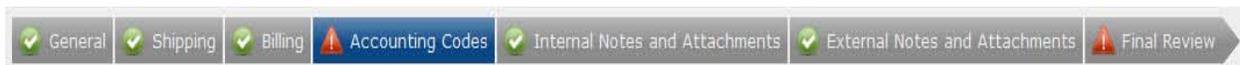


You will be directed to the *Shopping Cart*.

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



Once you have selected the **Proceed to Checkout** 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  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  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  button
3. Type the note in the note field
4. Select 
5. To add an attachment select the *add attachment...* link
6. Select 
7. Find the document and open
8. Select 

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

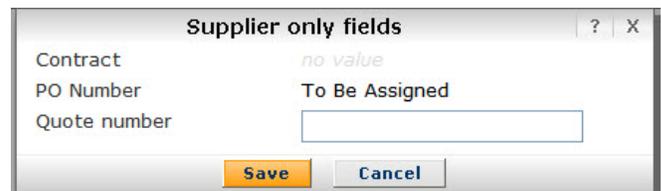


In this section, you can review all of the information for your requisition. You want to make sure that the correct index number(s), account and location codes are being used. Make sure the transaction date, ship to, requestor and contact information is correct.

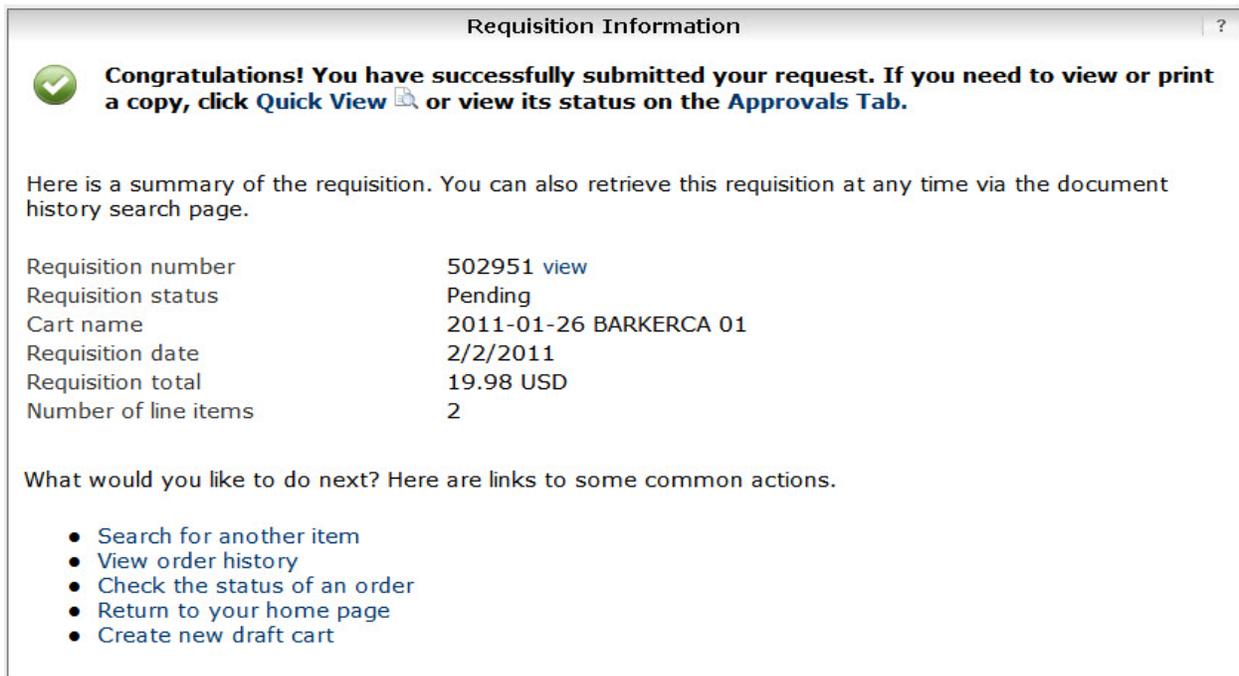
In this area, you can add the quote number to be printed on the purchase order.

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](#)

A screenshot of a dialog box titled "Supplier only fields". It contains three rows: "Contract" with the value "no value", "PO Number" with the value "To Be Assigned", and "Quote number" with an empty text input field. At the bottom, there are "Save" and "Cancel" buttons.

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.

A screenshot of a confirmation dialog box titled "Requisition Information". It features a green checkmark icon and the text: "Congratulations! You have successfully submitted your request. If you need to view or print a copy, click [Quick View](#) or view its status on the [Approvals Tab](#)." Below this is a summary of the requisition: "Here is a summary of the requisition. You can also retrieve this requisition at any time via the document history search page." A table follows with requisition details: Requisition number (502951 view), Requisition status (Pending), Cart name (2011-01-26 BARKERCA 01), Requisition date (2/2/2011), Requisition total (19.98 USD), and Number of line items (2). At the bottom, it asks "What would you like to do next? Here are links to some common actions." and lists four bullet points: Search for another item, View order history, Check the status of an order, Return to your home page, and Create new draft cart.