

Shopping Checklist



Create a Requisition (Order) - Shopper

- [Shop](#) See [One UShop](#) page 8 for help
- Click Cart Icon – To get to your Cart See [One UShop](#) page 8 for help
- Proceed to Checkout See [One UShop](#) page 9 for help
- Add [Shipto Address](#) See [One UShop](#) page 9 for help
- Add [Accounting Distribution](#) See [One UShop](#) page 9 for help
- Assign Cart to Requisitioner See [One UShop](#) page 11 for help



Create a Requisition (Order) - Requisitioner

- Same as above
- Proceed to Checkout Optional Fields - if needed
- Ensure protected data is removed from the requisition, e.g. Social Security Number (SSN)
- Submit Requisition

Links to Other helps

[One UShop](#)

[Shopper Training](#)

[Requisitioner Training](#)

[Approver Training](#)

[Document Actions](#)

Rev 9/13/22 HH