1. Under Action Items in the top right corner, click *Draft Carts Assigned to Me*.

Action Items 1
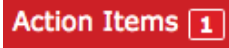
2. Click on cart name – review and update as needed.

My Drafts				legend ?	
Active Cart	Cart Name	Date Created	Cart Description	Total	Delete
🛒	**Blue Paper - RUSH**	3/13/2015		64.01 USD	Delete

3. Note that the entire cart may be deleted under Draft Carts or by line item on requisition.

4. Click on Proceed to Checkout.

Proceed to Checkout

5. Complete Accounting Distribution. The Acct Dist Shortcut is the Activity or Project number in the chartfield to be used. Enter the Account number and fill in the A/U field if using an activity. Click Save.

Accounting Distribution

Document Actions ▾ | History | 🖨 ?

edit

Acct Dist Shortcut	BU	Org	Fund	Activity	Project	Account	A/U
no value ⊗ Required field	no value	no value	no value	no value	no value	no value ⊗ Required field	no value ⚠ Empty field ✏

⌄ **Lines**

Selected Line Item Actions ▾

6. Check Shipping location, make changes as needed.

Requisition
2015-09-04 u0545906 01

Status: Draft
Document Total: **8.99 USD**
What's next for my order?

Requisition ⌄

General ✔

Shipping ✔

Billing ✔

Accounting Distribution ✔

Shipping

Document Actions ▾ | History | 🖨 ?

Ship To

edit

Shipping address

ATTN:
TRAVEL
201 PRESIDENTS CIR RM 402
SALT LAKE CITY, UT 84112
United States
⊗ Address is incomplete ✏

⌄ **Lines**

Selected Line Item Actions ▾

7. Go to the Billing Tab if you want to select "Hold For receipting" to ensure that a receipt will be required before an invoice is paid, regardless of the dollar amount on the PO.

Click on the Edit button to the right of Billing Options. Check the box next to Hold For Receipting and click Save.

8. Click Submit Requisition.

9. The order is now in Requisition Workflow. Click on the requisition number to view the requisition, and click on the Approvals Tab to see where the requisition is in workflow.
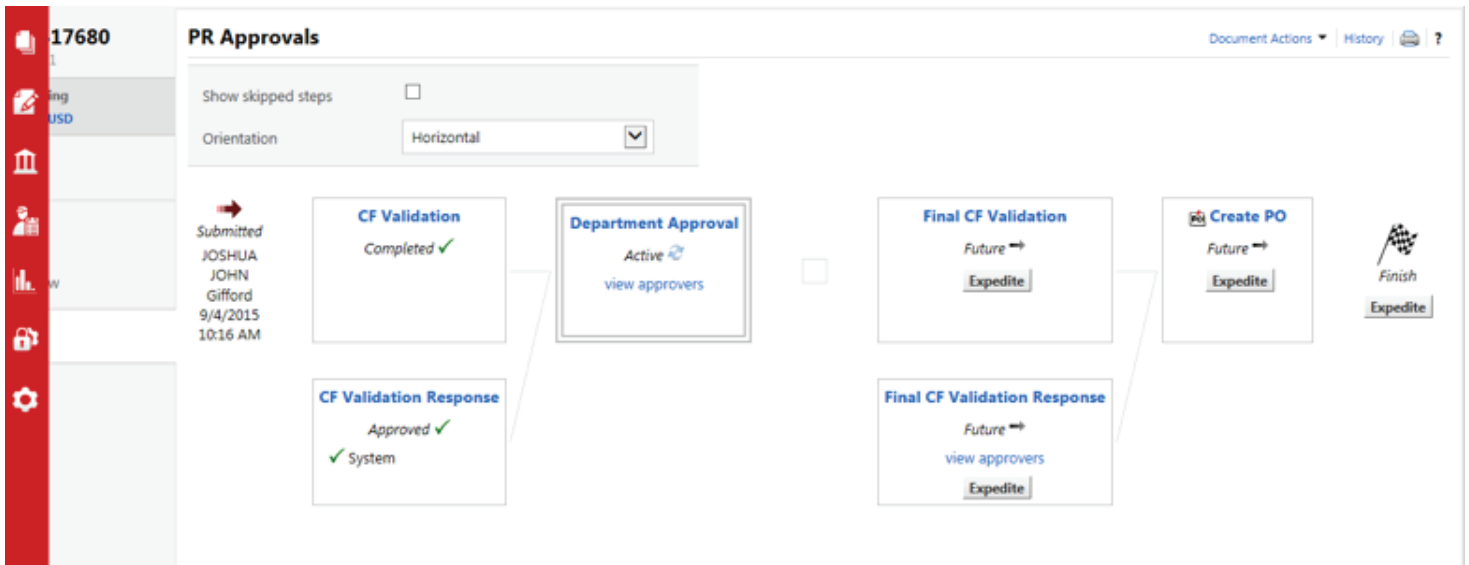
10. In the box for Department Approval, click on the words *View approvers t*o see the potential approvers for this order.