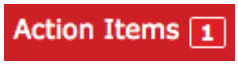
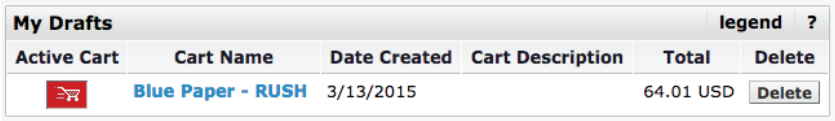
1. Under Action Items in the top right corner, click *Draft Carts Assigned to Me*.



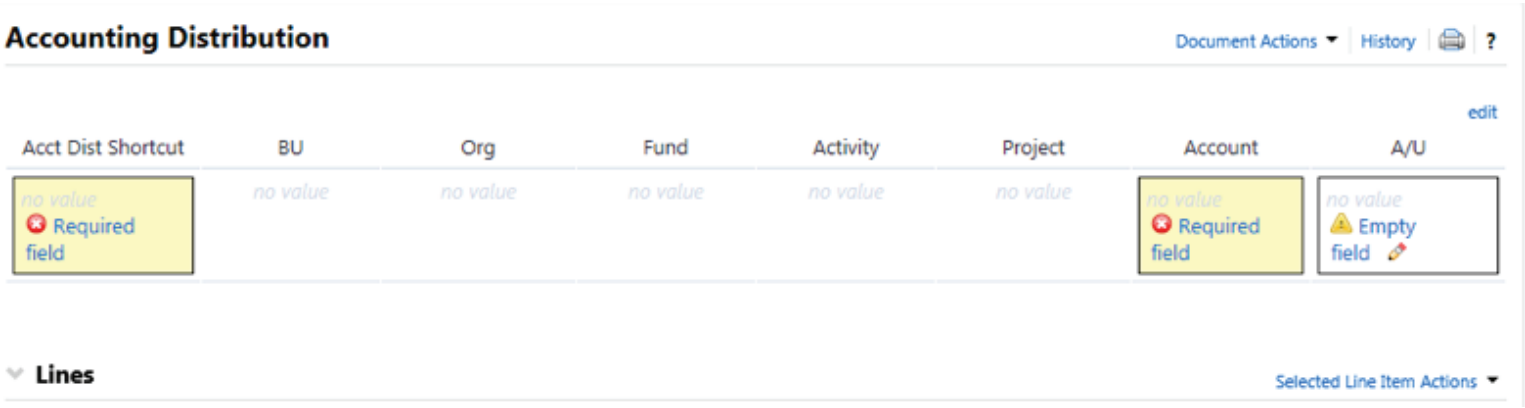
2. Click on cart name – review and update as needed.



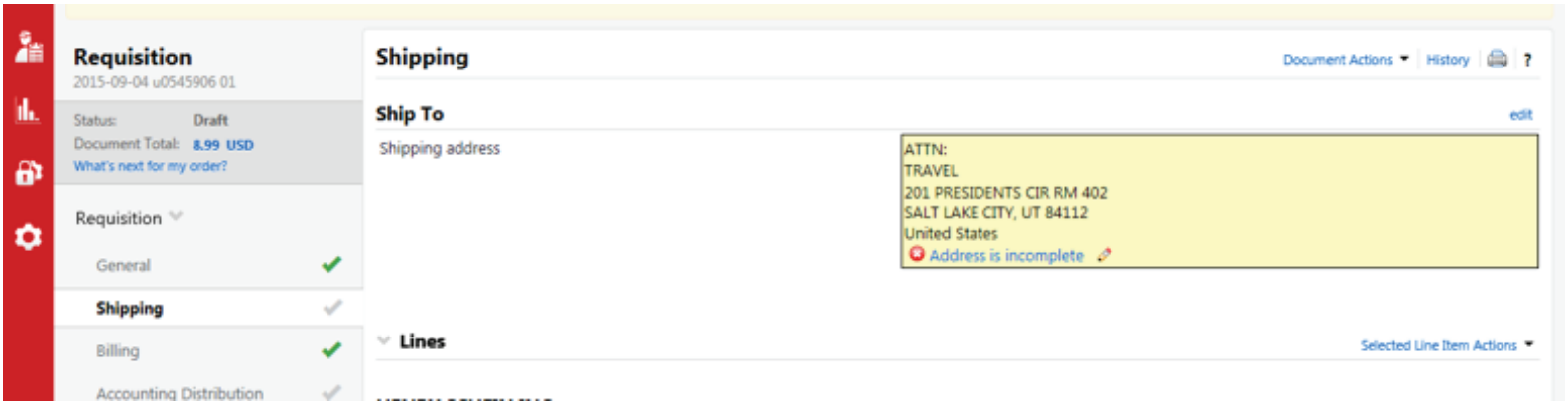
3. Note that the entire cart may be deleted under Draft Carts or by line item on requisition.

4. Click on 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.

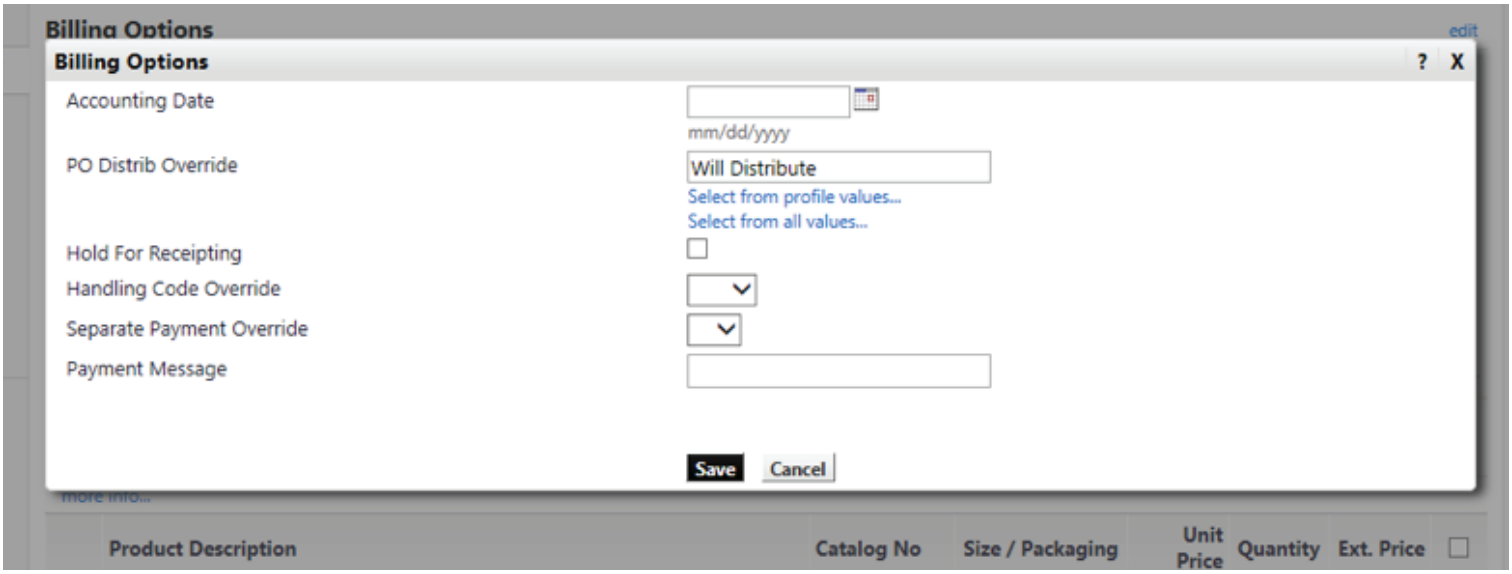


6. Check Shipping location, make changes as needed.



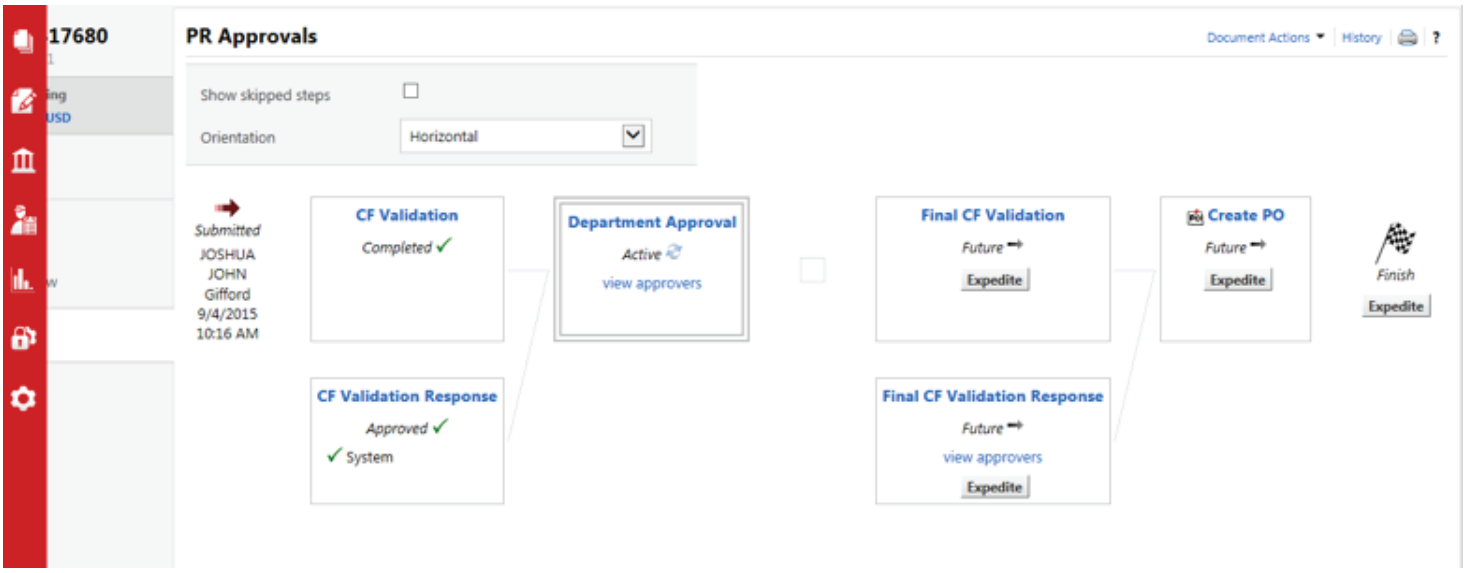
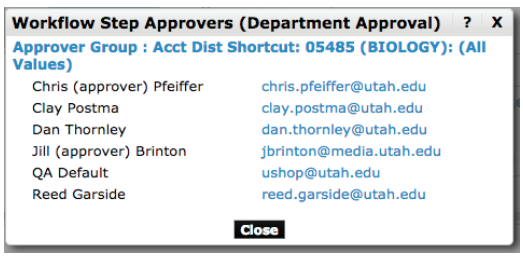
7. Go to the Billing Tab if you want to select "Hold For receipting" to ensure that a receipt will be required before an invoice is paid, regardless of the dollar amount on the PO.

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* to see the potential approvers for this order.