1. To shop for items, click on a supplier tile in the In the Hosted or Punch Out catalog sections on the home shopping page, such as Waxie.

2. Search for desired goods or services, such *Blue paper towels*, and add them to your cart.

3. Return to your cart, and rename it – adding RUSH, if this is a rush order. Click Update.

4. To add more items to your cart, click *Continue Shopping*. This will return you to the shopping home page where you may repeat the previous steps to add any needed items.

5. Click Proceed to Checkout if you know and want to add the accounting or shipping information for this order. Otherwise, click *Assign Cart*, and select your Requisitioner.

6. A Note to Assignee field will appear when a requisitioner is selected, and shopper may make a pertinent comment such as suggesting an activity or project number to use, giving any needed details, etc. Click Assign.

**NOTE:** To ensure timely processing of your requisition, please be mindful that items added to a single cart require a similar procurement process. For example, it is not a best practice to combine a Sole Source request or a Competitive Bid request in the same cart with contracted goods or services from a UShop enabled/tiled supplier.