


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 as *Blue paper towels*, and add them to your cart.

Item Number	Manufacturer Item	Qty Avail	Sell Price	QTY UOM
 <a href="#">850050</a>	02350	0 CS	41.33 CS	<input type="text" value="1"/> CS
02350 INTERSTATE WINDSHIELD TOWELS 9X250				

Page: 1 Add to Cart

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

 **Shopping Cart**


Name this cart:

Have you made changes?

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.

16 Item(s) for a total of **1,600.00** USD

or

 [Help](#)  Perform an action on (0 items selected)...

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.

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.

2 Item(s) for a total of **64.01** USD

or



**Assign Cart** ×

Select from profile values  Search for an assignee

Select from profile values

Note To Assignee:

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.