

1. Fill your cart with items in one of these ways:

- Click on a punch-out catalog, such as Waxie.
- Click on desired goods and add them to your cart

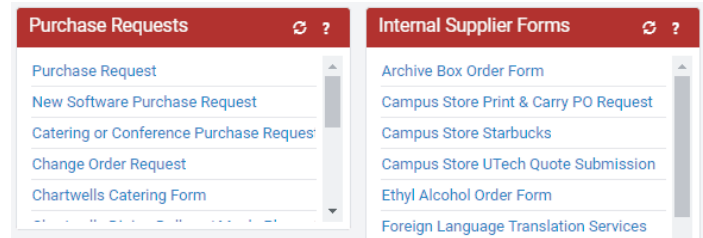


Item Number	Manufacturer Item	Qty Avail	Sell Price	QTY UOM
 850050	02350	0 CS	41.33 CS	<input type="text" value="1"/> CS
Description: 02350 INTERSTATE WINDSHIELD TOWELS 9X250				

Page: 1 Add to Cart

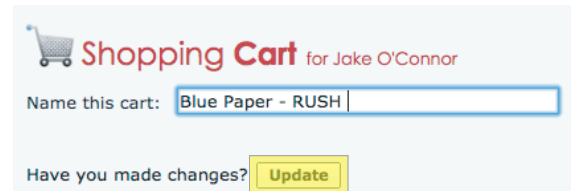
Or,

- Complete a *Purchase Request* or *Internal Supplier* form. Follow the instructions on the form.

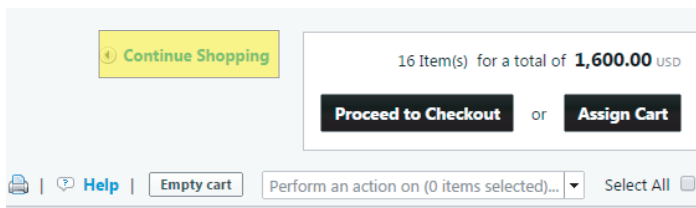


2. Return to your cart and name it to reflect the contents of the cart.

Click Update.



3. 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.



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.

4. Click Proceed to Checkout where you may add the accounting and shipping information. Otherwise, click Assign Cart and select your Requisitioner.

- A *Note to Assignee* field will appear. Make a comment to provide any needed information about the order. Click *Assign*.

