

Toolbox: Advanced Checkout Cart Review/Order Creation

Reviewing the cart and completing and necessary information prior to placing the order results in the creation of the Purchase Requisition. This quick guide walks you through using the Advanced Checkout to edit information about your order at both the header and line levels.



To begin the requisition submission process:

From the Shopping Cart screen,	
click "Proceed to Checkout".	<pre></pre>
	Department Relevence Namber 2 Rowende Paper 4 Phy Panter Banet, 22 x 32, Royal Blac & movinte. 2 Rowende Paper 4 Phy Panter Banet, 22 x 32, Royal Blac & movinte. 2 Rowende Paper 4 Phy Panter Banet, 22 x 32, Royal Blac & movinte. 2 Rowende Paper 4 Phy Panter Banet, 22 x 32, Royal Blac & movinte. 2 Rowende Paper 4 Phy Panter Banet, 22 x 32, Royal Blac & movinte. 2 Rowende Paper 4 Phy Panter Banet, 22 x 32, Royal Blac & movinte. 2 Rowende Paper 4 Phy Panter Banet, 22 x 32, Royal Blac & movinte. 2 Rowende Paper 4 Phy Panter Banet, 22 x 32, Royal Blac & movinte. 2 Rowende Paper 4 Phy Panter Banet, 22 x 32, Royal Blac & movinte. 2 Rowende Paper 4 Phy Panter Banet, 22 x 32, Royal Blac & movinte. 2 Rowende Paper 4 Phy Panter Banet, 22 x 32, Royal Blac & movinte. 2 Rowende Paper 4 Phy Panter Banet, 22 x 32, Royal Blac & movinte. 2 Rowende Paper 4 Phy Panter Banet, 22 x 32, Royal Blac & movinte. 2 Rowende Paper 4 Phy Panter Banet, 22 x 32, Royal Blac & movinte. 2 Rowende Paper 4 Phy Panter Banet, 22 x 32, Royal Blac & movinte. 2 Rowende Paper 4 Phy Panter Banet, 22 x 32, Royal Blac & movinte. 2 Rowende Paper 4 Phy Panter Banet, 22 x 32, Royal Blac & movinte. 2 Rowende Paper 4 Phy Panter Banet, 22 x 32, Royal Blac & movinte. 2 Rowende Paper 4 Phy Panter Banet, 22 x 32, Royal Blac & movinte. 2 Rowende Paper 4 Phy Panter Banet, 22 x 32, Royal Blac & movinte. 2 Rowende Paper 4 Phy Panter Banet, 22 x 32, Royal Blac & movinte. 2 Rowende Paper 4 Phy Panter Banet, 22 x 32, Royal Blac & movinte. 2 Rowende Paper 4 Phy Panter Banet, 22 x 32, Royal Blac & movinte. 2 Rowende Paper 4 Phy Panter Banet, 22 x 32, Royal Blac & movinte. 2 Rowende Paper 4 Phy Panter Banet, 22 x 32, Royal Blac & movinte. 2 Rowende Paper 4 Phy Panter Banet, 22 x 32, Royal Blac & movinte. 2 Rowende Paper 4 Phy Panter Banet, 22 x 32, Royal Blac & movinte. 2 Rowende Paper 4 Phy Paper 4
The Draft Requisition screen displays. Completing the information on this screen will generate the Purchase Requisition. The cart review arrow seen here displays at the top of the screen. This indicates completed sections of the requisition with a green circle and sections that need additional information with a red triangle. You can also click the	<text><text></text></text>
corresponding tab to complete any necessary information.	Office Depart Amountain

To edit the information, click the edit button within the appropriate section. In this example, we are editing the shipping address at the header level. This affects all line items on the requisition.	Servery Name Name
Select the desired ship-to address either by using the drop-down arrow to select an address stored in your profile, or use the "click here" link to choose a different address.	Ship To ? X Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options. Shipping address Shipping address select from your addresses To choose a different address, click here
Information is complete, click the "Save" button. If necessary, enter room numbers behind the Contact Name. NOTE: To enter shipping information for individual line items, the same process is followed, but for the desired line item.	Address DetailsContact NameJennifer RogersPhone+1 (336) 758-5648Emailrogersjh@wfu.eduAddress Line 1WFU-Finance & Business ServicesAddress Line 21100 Reynolds BlvdAddress Line 3UCCCityWinston SalemStateNCZip Code27105CountryUnited States

To enter accounting information:

Select the Accounting Codes	Summary Shinolog Mile	Aussentian Coder Aussian Info	Taune Child					e ,
sub-tab and click the "edit"	administry anything tomore	Accounting Cooks Cooper Pro	Takes/ July 1					Hide value descriptions
				Accounting C These values apply to all lines u	Codes unless specified by line item			
button for the header or for the	Fund	Department	Account	Activity	Location	Chart	Program	edit
line item.	Unrestricted	Finance and Business Services	Supplies 12.2 SQ Upgrade			WEU Reymolda Cempus	40 Institutional Support	
							For selected line items Add To Favori	tes 📼 🐻
	Office Depot more info OR Ordering (Finance Only) 1 Dept.60-03562805, Po Box 6716, The L Free Shipping over 35.00 uso	akes, NV 88901-6716 US						
	Product Description 1 AT-A-GLANCE(R) 30 Recy Accounting Codes (same as in	rcled Photographic Desk Calendar Refill reader)	3 1/2 x 6, January-December 2014 6-	more info	Catalog No 398117	Size / Packaging EA	Unit Price Quantity 36.49 1 EA	Ext. Price

Complete the required accounting code information, either for the header or the line. You may type in the value if known, or search for the correct value, either from your profile or all values.	Accounting Code: Sele throm payr code factors And Regenteret Account Account Regenteret Account Account Regenteret Account Regenteret Account Regenteret Regenteret Account Regenteret Regen
Once all information is entered, click "Recalculate and Save".	

- The chart and program codes are required but will auto-populate.
- A purchase may be split between Funds or Departments, and the split can either be for the entire requisition or for line items in the cart.

To split a requisition:

Select the Accounting Codes sub-tab and click the "edit" button in the Accounting Codes section at the top of the screen for the header. If you are splitting a single line item, click the edit button beside the line item.	Servery Bigging Bing Accounting Code Segvine 196 Text Solar Note solar splying to Sile sources granded by to the in For d Department Accounting Code Code Program Inter Solar Sol
In the pop-up screen that	
displays, click the "add split" link on the far right.	Select tion your code favorite Image: Code favorite
An additional accounting code	
line is added. Continue clicking	Steleform your code frances. Fund Department Account Activity Location Chart Program <u>Northing</u> edited by the second of the s
the add split link until the desired number of lines is	Stetct from all values. Stetst from all values. Stetst from all values. 11111 Stetst from all values. Stetst from all values. R 40 P remove Stetst from all values. Stetst from all values. Stetst from all values. Stetst from all values. Class railerstad value.
reached.	Spit foat 0% and git reaticider / visider uitues there managed parts
Choose the type of split by	
clicking on the drop-down arrow to the left of the "add split" link	
Depending on the type of split	
chosen, the total of all the splits	
must equal either 100% or match	
the total price of the requisition.	
If the cents are off on a percent	
of price split, they will round.	

To add notes and attachments:

The examples that follow illustrate adding internal notes and attachments. The process is the same for external notes or attachments. Internal notes and attachments remain here at	General Stopporal Stoppora Sto
attachments are sent to the supplier when your Purchase Order (PO) is created.	e de descharer. Stor statuationer. Of Codering (Faces Code) 1 Codering (Faces Code) 1 Codering (Faces Code) 1 Terror Monte Terror Monte 1 A 7 4 (AAACIDE 39 Registed Photographic Deak Calender Refl), 1 July x 4, January December 2014 () mont infe. Terror Monte 1 A 7 4 (AAACIDE 39 Registed Photographic Deak Calender Refl), 1 July x 4, January December 2014 () mont infe. Terror Monte 1 A 7 4 (AAACIDE 39 Registed Photographic Deak Calender Refl), 1 July x 4, January December 2014 () mont infe. Terror Monte Terror Monte 1 A 7 4 (AAACIDE 39 Registed Photographic Deak Calender Refl), 1 July x 4, January December 2014 () mont infe. Terror Monte Terror Monte 1 A 7 4 (AAACIDE 39 Registed Photographic Deak Calender Refl), 1 July x 4, January December 2014 () mont infe. Terror Monte Terror Monte 1 A 7 4 (AAACIDE 39 Registed Photographic Deak Calender Refl), 1 July x 4, January December 2014 () mont infe. Terror Monte 1 A 7 4 () AAACIDE 39 Registed Photographic Deak Calender Refl), 1 July x 4, January December 2014 () mont infe. Terror Monte 1 A 7 4 () AAACIDE 39 Registed Photographic Deak Calender Refl), 1 July x 4, January December 2014 () mont infe. Terror Monte 1 A 7 4 () AAACIDE 39 Registed Photographic Deak Calender Refl), 1 July x 4, January December 2014 () mont infe. Terror Monte 1 A 7 4 () AAACIDE 39 Registed Photographic Deak Calender Refl), 1 July x 4, January December 2014 () mont infe. Terror Monte 1 A 7 4 () AAACIDE 39 Registed Photographic Deak Calender Refl), 1 July x 4, January December 2014 () mont infe. 1 A 7 4 () AAACIDE 39 Registed Photographic Deak Calender Refl), 1 July x 4, January December 2014 () mont infe. 1 A 7 4 () AAACIDE 39 Registed Photographic Deak Calender Refl), 1 July x 4, January December 2014 () mont infe. 1 A 7 4 () AAACIDE 39 Registed Photographic Deak Calender Refl), 1 July x 4, January December 2014 () mont infe. 1 A 7 4 () AAACIDE 39 Registed Photographic Deak Calender Refl), 1 July x 4, January December 2014 () mont infe. 1 A 7 4 () AAACIDE 30 R
Click either the "Internal Notes and Attachments" or "External Notes and Attachments" link in the review arrow at the top of the screen	
To add notes, click "edit" and a separate pop-up box will appear with a field to enter the information. Once the note has been entered, click "save".	Internal Notes and Attachments ? These values apply to all lines unless specified by line item Internal Note no note Internal Attachments add attachment
To add attachments, click "add attachment" and a pop-up screen will display. Select the attachment type by clicking on the drop-down arrow. Under attachment details, click the "Choose File" button to select the desired file. Click "save".	

To add a comment:

Select the comments tab.	Requisition PR Approvals PC	Press Comments Allschments History						_
	Summary Shipping Bi	ling counting Cares Supplier Info Taxes/S&H						⇒ ?
	Hide beader							Hide value descriptions
		General	7	Shipping	?		Billing	7
	Carl Name Description Prepared by Prepared for Department Approver Statement:	2013 D-30 regardly 51 words service Forgers another Forgers processing segment (21120) By approving the Decessio Papel particulates and compliance advisories for all particulates and processions and the service are of a large but because; and for the service are of a large but because; and for the service are of a large but because; and for the service are of a large but because; and for the service are of a large but because; and for the service are of a large but because; and for the service are of a large but because; and for the service are of a large but because; and for the service are of a large but because affects.	etti China Salari La Para + 1 (200) 735-568 Emai rographiloutukka WH-France & Business Servic Ulo Repuede Bind Voncon Salem, NC 27035 United States Delicery Options Especific Sing Via Requested Delivery Date	* Best Carrier-Best Way no volue	est	Bill To Walk Fork Attention: Accounts Payable Email: applicits.edu PC Box 7201 Vinitor Salem, NC 27109 United States Billing Options Accounting Date	no velue	ent Vervedt by ine tern.
					View/edit by line item.			
				Accounting Codes				1
	Fact	Creatert	, Account	in the second	Loation	chart	Proram	48

From the comments tab, click "Add Comment".	Requisition PR Approvals PO Preview Comments Attachments History Add Comment Records found: 0 0 0 0 0
A pop-up box will display. Enter the necessary information and click "Add Comment". Once all required information has been entered, perform a final review by clicking on the Summary sub-tab. The cart may then be submitted by clicking on the "Place Order" button.	Add Comment × This will add a comment to the document. 1000 characters remaining Attach file to this document (optional): Attachment Type File File Name File Choose File no file selected Add Comment Close