WIVERSITY OF EXCHANGE

Adding Details to Shopping Carts

Revised 6/1/2023



Adding Details to Shopping Carts & Requisitions

- Before a shopping cart becomes a requisition, the Shopper can add important information about the purchase. For example, the Shopper can provide the business justification, attachments and notes.
- Once the Shopper has clicked "Proceed to Checkout" and the cart has become a draft requisition, they can add their shipping information.

This guide will illustrate how to add basic details to your carts and requisitions:

- Punch-out Catalog specific
- Non-Catalog Specific
- Shipping Addresses for all Requisitions

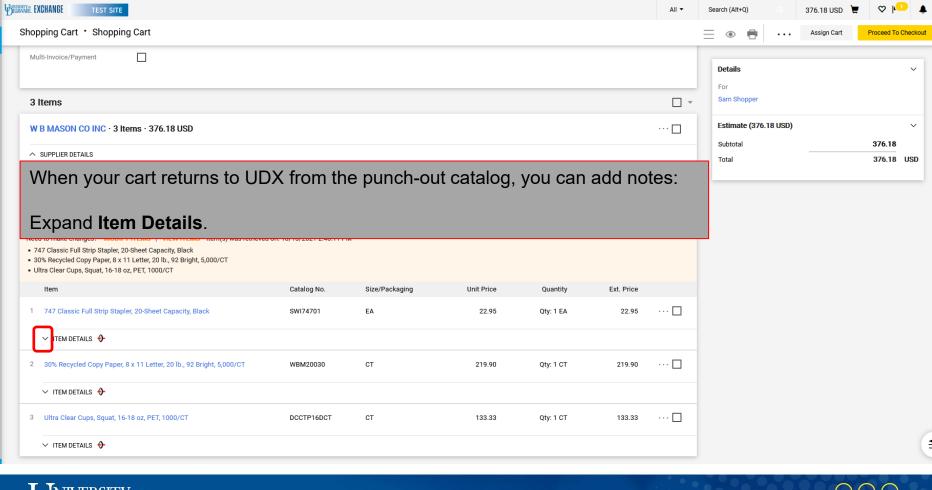




Punch-out Catalog Carts









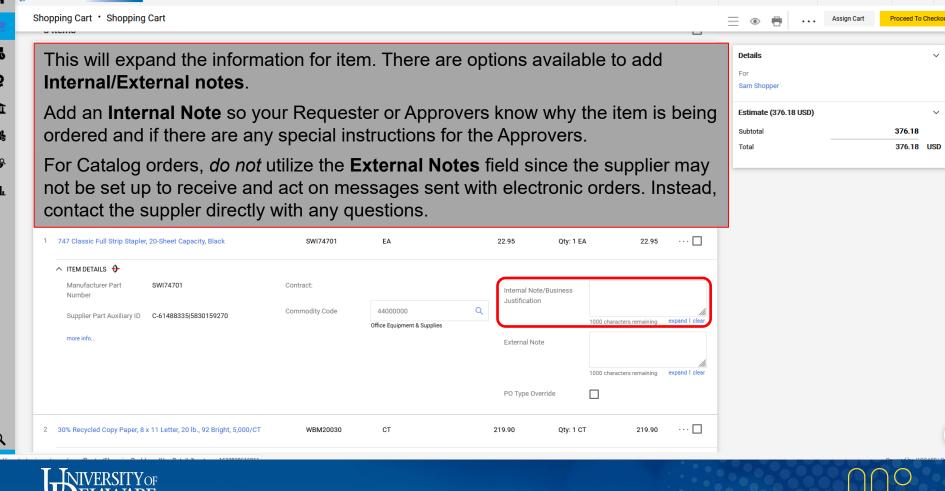
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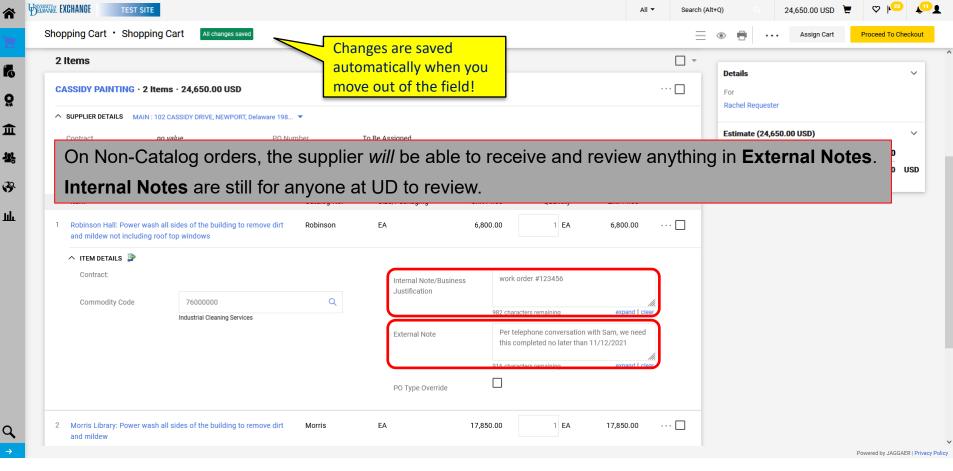
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Non-Catalog Carts







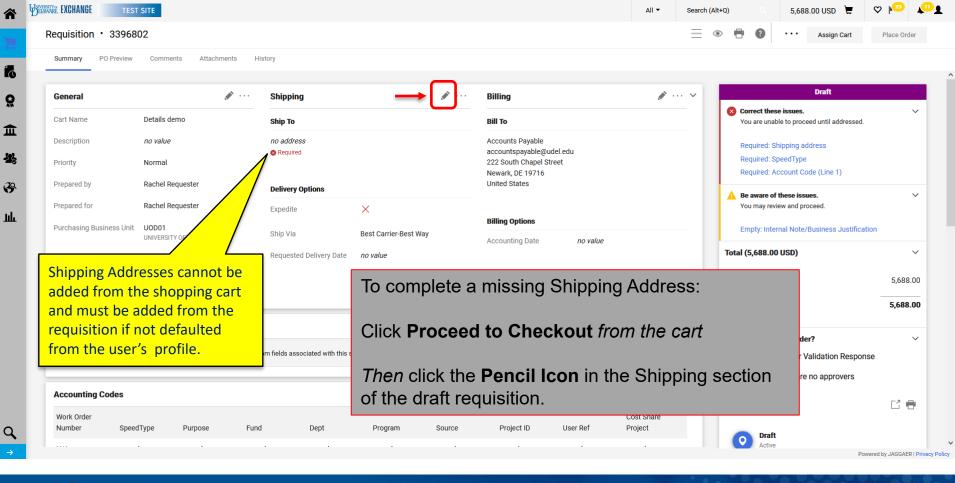




Shipping Addresses - All Requisitions

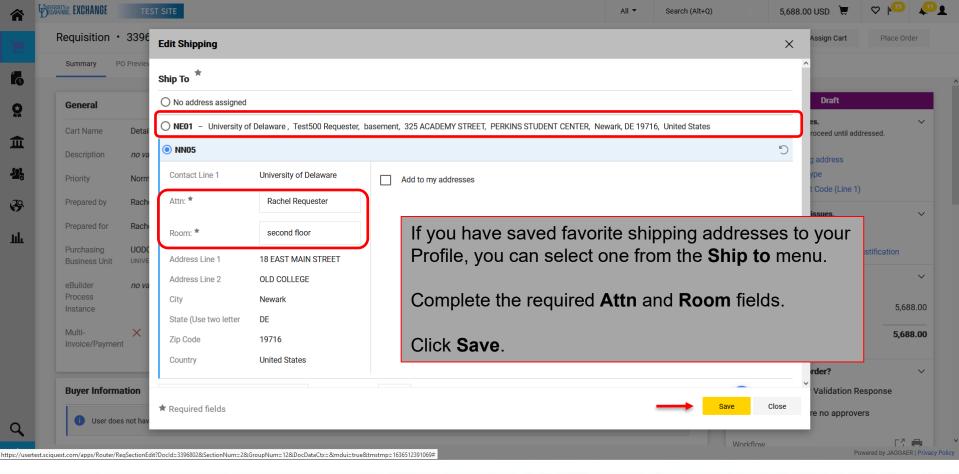






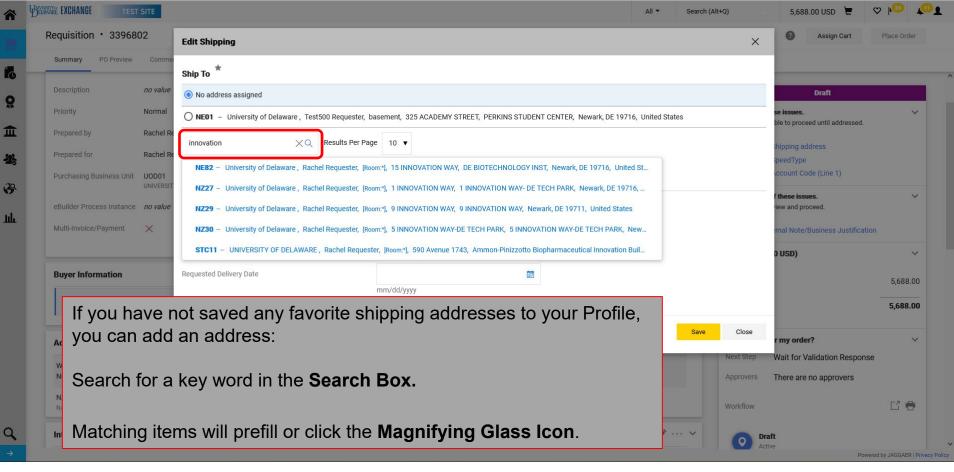






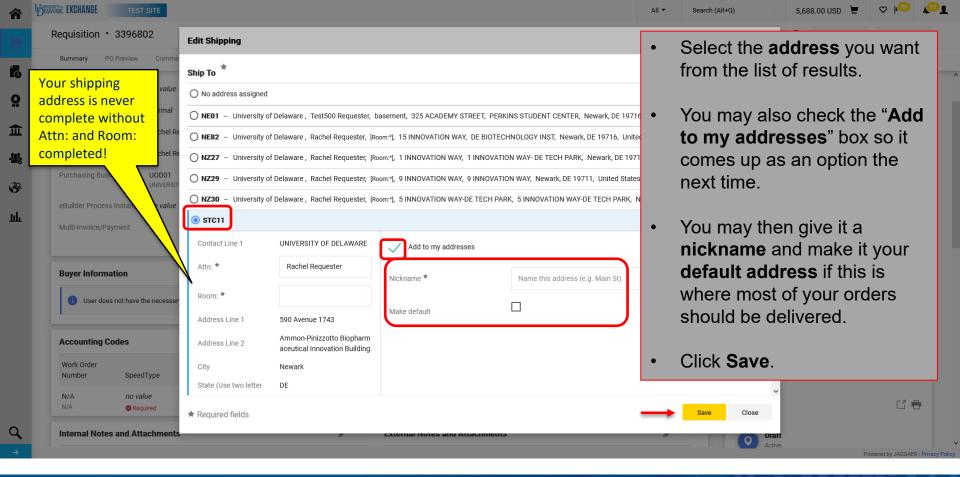






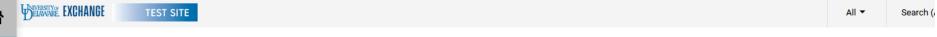












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PO Preview Attachments Summary Comments History **Billing** General **Shipping** Cart Name Details demo **Ship To** Bill To Accounts Payable Description no value UNIVERSITY OF DELAWARE Attn: Rachel Requester accountspayable@udel.edu Room: lobby 222 South Chapel Street Priority Normal 590 Avenue 1743 Newark, DE 19716 Rachel Requester Ammon-Pinizzotto Biopharmaceutical Innovation Building United States Prepared by Newark, DE 19713 Prepared for Rachel Requester United States **Billing Options** Purchasing Business Unit UOD01 UNIVERSITY OF DELAWARE Accounting Date no value **Delivery Options** eBuilder Process Instance You can now see the selected address under the Shipping section Multi-Invoice/Payment Ship Via Best Carrier-Best Way Requested Delivery Date no value



Ruver Information



Questions:

procurement@udel.edu

Resources:

- Procurement Services Website
- Processing Assigned Shopping Carts
- Setting Up Ship-to Addresses
- Shipping to Home Addresses



