

UNIVERSITY OF DELAWARE[®] 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



Multi-Invoice/Payment ☐

3 Items

W B MASON CO INC - 3 Items - 376.18 USD

SUPPLIER DETAILS

When your cart returns to UDX from the punch-out catalog, you can add notes:

Expand Item Details.

- 747 Classic Full Strip Stapler, 20-Sheet Capacity, Black
- 30% Recycled Copy Paper, 8 x 11 Letter, 20 lb., 92 Bright, 5,000/CT
- Ultra Clear Cups, Squat, 16-18 oz, PET, 1000/CT

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1 747 Classic Full Strip Stapler, 20-Sheet Capacity, Black	SWI74701	EA	22.95	Qty: 1 EA	22.95	...
ITEM DETAILS						
2 30% Recycled Copy Paper, 8 x 11 Letter, 20 lb., 92 Bright, 5,000/CT	WBM20030	CT	219.90	Qty: 1 CT	219.90	...
ITEM DETAILS						
3 Ultra Clear Cups, Squat, 16-18 oz, PET, 1000/CT	DCCTP16DCT	CT	133.33	Qty: 1 CT	133.33	...
ITEM DETAILS						

Details

For Sam Shopper

Estimate (376.18 USD)

Subtotal 376.18

Total 376.18 USD

This will expand the information for item. There are options available to add **Internal/External notes**.

Add an **Internal Note** so your Requester or Approvers know why the item is being ordered and if there are any special instructions for the Approvers.

For Catalog orders, *do not* utilize the **External Notes** field since the supplier may not be set up to receive and act on messages sent with electronic orders. Instead, contact the supplier directly with any questions.

Details

For
Sam Shopper

Estimate (376.18 USD)

Subtotal	376.18
Total	376.18 USD

1	747 Classic Full Strip Stapler, 20-Sheet Capacity, Black	SWI74701	EA	22.95	Qty: 1 EA	22.95	...	<input type="checkbox"/>
---	--	----------	----	-------	-----------	-------	-----	--------------------------

ITEM DETAILS

Manufacturer Part Number
SWI74701

Supplier Part Auxiliary ID
C-61488335|5830159270

[more info...](#)

Contract:

Commodity Code
44000000

Office Equipment & Supplies

Internal Note/Business Justification

1000 characters remaining [expand](#) [clear](#)

External Note

1000 characters remaining [expand](#) [clear](#)

PO Type Override ☐

2	30% Recycled Copy Paper, 8 x 11 Letter, 20 lb., 92 Bright, 5,000/CT	WBM20030	CT	219.90	Qty: 1 CT	219.90	...	<input type="checkbox"/>
---	---	----------	----	--------	-----------	--------	-----	--------------------------



Non-Catalog Carts



All changes saved

Changes are saved automatically when you move out of the field!

On Non-Catalog orders, the supplier *will* be able to receive and review anything in **External Notes**. **Internal Notes** are still for anyone at UD to review.

1 Robinson Hall: Power wash all sides of the building to remove dirt and mildew not including roof top windows

Robinson

FA

6.800.00

10

6.800.00

^ ITEM DETAILS

Contract:

Commodity Code

76000000

Industrial Cleaning Services

Internal Note/Business Justification

work order #123456

982 characters remaining

expand | clear

External Note

Per telephone conversation with Sam, we need this completed no later than 11/12/2021

016 characters remaining

expand | clear

PO Type Override

-
- 2 Morris Library: Power wash all sides of the building to remove dirt and mildew

Morris

FA

17.850.00

1 |

17.850.00



Shipping Addresses - All Requisitions



UNIVERSITY OF DELAWARE EXCHANGE

TEST SITE

All

Search (Alt+Q)

5,688.00 USD

23

11

Requisition • 3396802

SummaryPO PreviewCommentsAttachmentsHistory

General

Cart NameDetails demo

Descriptionno value

PriorityNormal

Prepared byRachel Requester

Prepared forRachel Requester

Purchasing Business UnitUOD01 UNIVERSITY OF DELAWARE

Shipping

Ship Tonno address

Required

Delivery Options

Expedite

Ship ViaBest Carrier-Best Way

Requested Delivery Dateno value

Billing

Bill To

Accounts Payable
accountspayable@udel.edu
222 South Chapel Street
Newark, DE 19716
United States

Billing Options

Accounting Dateno value

Draft

Correct these issues.

You are unable to proceed until addressed.

Required: Shipping address

Required: SpeedType

Required: Account Code (Line 1)

Be aware of these issues.

You may review and proceed.

Empty: Internal Note/Business Justification

Total (5,688.00 USD)

5,688.00

5,688.00

Order?

Validation Response

There are no approvers

Shipping Addresses cannot be added from the shopping cart and must be added from the requisition if not defaulted from the user's profile.

To complete a missing Shipping Address:
Click **Proceed to Checkout** from the cart
Then click the **Pencil Icon** in the Shipping section of the draft requisition.

Accounting Codes

Work Order Number	SpeedType	Purpose	Fund	Dept	Program	Source	Project ID	User Ref	Cost Share Project

Assign CartPlace Order

Draft Active

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UNIVERSITY OF DELAWARE EXCHANGE

TEST SITE

All Search (Alt+Q)5,688.00 USD

2311

Requisition • 3396

SummaryPO Preview

General

Cart NameDetail

Descriptionno va

PriorityNorm

Prepared byRach

Prepared forRach

Purchasing Business UnitUODC UNIV

eBuilder Process Instanceno va

Multi-Invoice/Payment

Buyer Information

User does not hav

Assign Cart

Place Order

Ship To

No address assigned

NE01 – University of Delaware , Test500 Requester, basement, 325 ACADEMY STREET, PERKINS STUDENT CENTER, Newark, DE 19716, United States

NN05

University of Delaware

Attn: * Rachel Requester

Room: * second floor

18 EAST MAIN STREET

OLD COLLEGE

Newark

DE

19716

United States

Add to my addresses

★ Required fields

SaveClose

If you have saved favorite shipping addresses to your Profile, you can select one from the **Ship to** menu.

Complete the required **Attn** and **Room** fields.

Click **Save**.

https://usertest.sciquest.com/apps/Router/ReqSectionEdit?DocId=3396802&SectionNum=2&GroupNum=12&DocDataCtx=&mdui=true&tmstmp=1636512391069#

Workflow

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UNIVERSITY OF DELAWARE
EXCHANGE

TEST SITE

5,688.00 USD

Assign Cart

Place Order

Requisition • 3396802

Summary

PO Preview

Comments

Description

no value

Priority

Normal

Prepared by

Rachel Re

Prepared for

Rachel Re

Purchasing Business Unit

UOD01
UNIVERSITY OF DELAWARE

eBuilder Process Instance

no value

Multi-Invoice/Payment

×

Buyer Information

Requested Delivery Date

mm/dd/yyyy

Edit Shipping

×

Ship To

★

☒ No address assigned

☐ NE01 - University of Delaware , Test500 Requester, basement, 325 ACADEMY STREET, PERKINS STUDENT CENTER, Newark, DE 19716, United States

innovation

×

Q

Results Per Page

10

▼

NE82 - University of Delaware , Rachel Requester, [Room:], 15 INNOVATION WAY, DE BIOTECHNOLOGY INST, Newark, DE 19716, United St...

NZ27 - University of Delaware , Rachel Requester, [Room:], 1 INNOVATION WAY, 1 INNOVATION WAY- DE TECH PARK, Newark, DE 19716, ...

NZ29 - University of Delaware , Rachel Requester, [Room:], 9 INNOVATION WAY, 9 INNOVATION WAY, Newark, DE 19711, United States

NZ30 - University of Delaware , Rachel Requester, [Room:], 5 INNOVATION WAY-DE TECH PARK, 5 INNOVATION WAY-DE TECH PARK, New...

STC11 - UNIVERSITY OF DELAWARE , Rachel Requester, [Room:], 590 Avenue 1743, Ammon-Pinizzotto Biopharmaceutical Innovation Buil...

Save

Close

If you have not saved any favorite shipping addresses to your Profile,
you can add an address:

Search for a key word in the **Search Box**.

Matching items will prefill or click the **Magnifying Glass Icon**.

Draft

se issues.

able to proceed until addressed.

Shipping address

SpeedType

Account Code (Line 1)

these issues.

view and proceed.

Normal Note/Business Justification

0 USD)

5,688.00

5,688.00

my order?

Next Step

Wait for Validation Response

Approvers

There are no approvers

Workflow

Draft

Active

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Your shipping address is never complete without Attn: and Room: completed!

Edit Shipping

Ship To ★

☐ No address assigned

☐ **NE01** - University of Delaware , Test500 Requester, basement, 325 ACADEMY STREET, PERKINS STUDENT CENTER, Newark, DE 19716

☐ **NE82** - University of Delaware , Rachel Requester, [Room:*], 15 INNOVATION WAY, DE BIOTECHNOLOGY INST, Newark, DE 19716, United States

☐ **NZ27** - University of Delaware , Rachel Requester, [Room:*], 1 INNOVATION WAY, 1 INNOVATION WAY- DE TECH PARK, Newark, DE 19711, United States

☐ **NZ29** - University of Delaware , Rachel Requester, [Room:*], 9 INNOVATION WAY, 9 INNOVATION WAY, Newark, DE 19711, United States

☐ **NZ30** - University of Delaware , Rachel Requester, [Room:*], 5 INNOVATION WAY-DE TECH PARK, 5 INNOVATION WAY-DE TECH PARK, Newark, DE 19711, United States

☒ **STC11**

Contact Line 1 UNIVERSITY OF DELAWARE

Attn: ★ Rachel Requester

Room: ★

Address Line 1 590 Avenue 1743

Address Line 2 Ammon-Pinizzotto Biopharmaceutical Innovation Building

City Newark

State (Use two letter) DE

☒ Add to my addresses

Nickname ★

Name this address (e.g. Main St)

Make default

☐

★ Required fields

Save

Close

- Select the **address** you want from the list of results.
- You may also check the “**Add to my addresses**” box so it comes up as an option the next time.
- You may then give it a **nickname** and make it your **default address** if this is where most of your orders should be delivered.
- Click **Save**.



Requisition • 3396802

Summary PO Preview Comments Attachments History

General

Cart Name	Details demo
Description	no value
Priority	Normal
Prepared by	Rachel Requester
Prepared for	Rachel Requester
Purchasing Business Unit	UOD01 UNIVERSITY OF DELAWARE
eBuilder Process Instance	
Multi-Invoice/Payment	✗

Shipping

Ship To

UNIVERSITY OF DELAWARE
Attn: Rachel Requester
Room: lobby
590 Avenue 1743
Ammon-Pinizzotto Biopharmaceutical Innovation Building
Newark, DE 19713
United States

Delivery Options

Ship Via	Best Carrier-Best Way
Requested Delivery Date	no value

Billing

Bill To

Accounts Payable
accountspayable@udel.edu
222 South Chapel Street
Newark, DE 19716
United States

Billing Options

Accounting Date	no value
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You can now see the selected address under the Shipping section

River Information



Questions:

- procurement@udel.edu

Resources:

- [Procurement Services Website](#)
- [Processing Assigned Shopping Carts](#)
- [Setting Up Ship-to Addresses](#)
- [Shipping to Home Addresses](#)

