



Preparing a Non-Catalog Request

FOR SHOPPERS

Revised 5/23/2023



Preparing a Non-Catalog Requisition

- **Non-catalog** shopping refers to UDX purchases where hosted and punch-out catalogs are not used.
- A non-catalog requisition usually begins with a quote from a supplier.
- A supplier must be registered in UD Exchange prior to completing a non-catalog form.
- Note: Just because a supplier does not have a catalog in UDX does not *always* mean that you will need to obtain a quote, have them register as a supplier in UDX, and complete a non-catalog order. UD employees can still purchase **goods** (not services) outside of UDX with their UD Credit Cards when the amount of the purchase is within the cardholder's dollar limit.



As a Shopper in UD Exchange:

- You can **prepare** your own orders.
- Employees with the Shopper role can **prepare** their own orders but will have to **assign** their orders to a Requester to review and submit them on their behalf.
- A Shopper can assign their order to a Requester while it is still a Shopping Cart or after they have clicked Proceed to Checkout to create their draft requisition.
- Business processes may vary by department/business unit. Some departments might expect Shoppers to complete all required information on a draft requisition before assigning it to a Requester while others might instruct their Shoppers to only complete basic cart information and add necessary attachments prior to assigning the order to a Requester who will complete the financial details.
- This guide will illustrate how to prepare your own requisitions and assign them to a Requester.



Cassidy Painting Inc.

Before beginning your order in UDX, review the quote you received from the supplier.

Take note of which items/services will need to be listed as separate line items on the non-catalog form.

Company: University of Delaware

Email/Fax: WO#1041012 ACCT# MAIN175336

Project: Morris Library and Robinson Hall

BID AMOUNT: See Below

Remarks/Clarifications:

Robinson Hall: Power wash all sides of the building to remove dirt and mildew not including roof top windows \$6,800.00

Morris Library: Power wash all sides of the building to remove dirt and mildew \$17,850.00

The quoted amount reflects the project conditions as presented at the time of pricing. Unforeseen field conditions will require a review of the quoted amount and must be addressed prior to the work continuing.

Not included: Wage rates, bond cost, floor coating or sealers, painting of exposed floor, staining of wood doors, p-lam finishes, caulking of cabinets and millwork, wall protection and accessories, wall coverings, nights or weekends

It's preferred but not required to separately list out all items if they are the same commodity (e.g., building materials). However, it IS important to separate goods from services. It is also important to separate tagged equipment items.

Shop (Alt+P)

Shopping

My Carts and Orders

Admin

By Keyword Search...

Go To

Shopping Home

Advanced Search

View Favorites

View Forms

Non-Catalog Item

Trade-In

Quick Order

Browse By

Suppliers

Categories

Contracts

In UD Exchange, go to **Shop > Shopping > Non-Catalog Item**

You can also start from Quick Links!

Quick Links

[UD Exchange How To Guides](#)

[How Do I Buy ???](#)

[Commodity Code-Account Crosswalk](#)

[Non-PO Payment Matrix](#)

[Non-Catalog Item](#)

[NEW Waiver of Bid Form](#)

[Request Contract](#)

Catalog & Forms Showcase (Under Development)

Procurement Forms

Non-PO Payment Request

Honorarium Payment Request

Subaward Request

NIIMBL Subaward Request

RFX Request (Option 2)

NSB Customer Setup

NEW Waiver of Bid Request

Office/Misc Supplies

My Draft Carts

No results found

My Requisitions (last 90 days)

Add Non-Catalog Item

Existing Supplier

cassidy p

CASSIDY PAINTING

PATLER CAITLIN CASSIDY

Supplier Item Number

Quantity *

Price Estimate

Packaging

EA

254 characters remaining

Additional Details

Commodity Code

★ Required fields

Save

Save And Add Another

Close

The **Add Non-Catalog Item** window will appear:

Enter the name of the supplier into the **Enter Supplier** field.
Select the correct supplier from the list of results.

TEST SITE

Shop (Alt+P)

Shopping

My Carts and Orders

Admin

Add Non-Catalog Item

Existing Supplier

CASSIDY PAINTING

CASSIDY PAINTING

Fulfillment Address

☒ **MAIN** - 102 CASSIDY DRIVE, NEWPORT, Delaware 19804-2440 United States

☐ 475 OLD AIRPORT RD - 102 CASSIDY DRIVE, NEWPORT, Delaware 19804-2440 United States

☐ BORA - 102 CASSIDY DRIVE, NEWPORT, Delaware 19804-2440 United States

Item

Product Description ★	Supplier Item Number	Quantity ★	Price Estimate	Packaging
Robinson Hall: Power wash all sides of the 145 characters remaining	Robinson	1	6800	EA

Only the supplier's FULFILLMENT (order receiving) address will be visible when creating a requisition. Their remittance (payment) address is used by Accounts Payable. You can review their Supplier profile to ensure that the correct remittance address is linked to the fulfilment address you have selected..

Descriptions should be clear to the *supplier* as to what you are ordering, and to *Accounts Payable* when they are matching items on an invoice to the PO.

Select the correct **Fulfillment Address** for the supplier.

Enter the details for the first line-item of your order:

- **Product Description, Supplier Item Number** (*optional*), **Quantity, Price Estimate,** and **Packaging** fields.

Tip: Copy and paste line-item information directly from the quote you received from the supplier!

TEST SITE

Shop (Alt+P)

Shopping

My Carts and Orders

Admin

Catalog & Form

Procurement Form

Non-PO Paym

RFX R

Office/Misc

Add Non-Catalog Item

Existing Supplier

CASSIDY PAINTING

CASSIDY PAINTING

Fulfillment Address

☒ **MAIN** - 102 CASSIDY DRIVE, NEWPORT, Delaware 19804-2440 United States

☐ **475 OLD AIRPORT RD** - 102 CASSIDY DRIVE, NEWPORT, Delaware 19804-2440 United States

☐ **BORA** - 102 CASSIDY DRIVE, NEWPORT, Delaware 19804-2440 United States

Distribution Methods

Item

Product Description *	Supplier Item Number	Quantity *	Price Estimate	Packaging
Robinson Hall: Power wash all sides of the 145 characters remaining	Robinson	1	6800	EA

Additional Details

Commodity Code

★ Required fields

Save Save And Add Another Close

You can also add the Commodity Code later once the items are added to your Shopping Cart.

You must enter a [Commodity Code](#) for each line item.

Click the **Magnifying Glass Icon** next to the **Commodity Code** field to search for codes.

TEST SITE

Shop (Alt+P)

Shopping

My Carts and Orders

Admin

Existing Supplier

CASSIDY PAINTING

Fulfillment Address

MAIN - 102 CASSIDY DRIVE, NEWPORT, Delaware 19804-2440

475 OLD AIRPORT RD - 102 CASSIDY DRIVE, NEWPORT, Delaware 19804-2440

BORA - 102 CASSIDY DRIVE, NEWPORT, Delaware 19804-2440

Item

Product Description ★

Robinson Hall: Power wash all sides of the

Supplier Item Number

Robinson

145 characters remaining

Commodity Code Search

Code starts with...

Description contains...

Filter

Clear All Filters

Page 1 of 7 1-20 of 136 Results 20 Per Page

Code ↑	Description	
10000000	Live Plant, Animal Material & Supplies	+
10170000	Fertilizers and Plant Nutrients and Herbicides	+
10190000	Pest Control Products	+
11000000	Mineral, Textile, Inedible Plant & Animal Materials	+
12000000	Chemicals, Bio Chemicals & Gas Materials	+
13000000	Resin, Rosin, Rubber, Foam, Film & Elastomeric	+

Try keywords such as “services” in “Description Contains.”

The **Commodity Code Search** box will appear with all commodity code options in a list.

Narrow your code search by using the **Code starts with** or **Description contains** fields. Click **Filter** to begin search.

Close

CART TYPE

DATE ↓

TOTAL

My Drafts

4/14/2023

0.00USD

Office/Misc Supplies

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TEST SITE

Shop (Alt+P)

Shopping

My Carts and Orders

Admin

Catalog & Form

Procurement Form

Non-PQ Payment

Office/Misc Supplies

Existing Supplier

CASSIDY PAINTING

Fulfillment Address

MAIN - 102 CASSIDY DRIVE, NEWPORT, Delaware 19804-2440

475 OLD AIRPORT RD - 102 CASSIDY DRIVE, NEWPORT, Delaware 19804-2440

BORA - 102 CASSIDY DRIVE, NEWPORT, Delaware 19804-2440

Item

Product Description *

Robinson Hall: Power wash all sides of the building

Supplier Item Number

Robinson

Additional Details

Commodity Code

★ Required fields

RFX Request (Option 2)

NSB Customer

Commodity Code Search

1

Description contains...

Filter

Clear All Filters

1-8 of 8 Results

20 Per Page

Code ↑	Description	
10000000	Live Plant, Animal Material & Supplies	+
10170000	Fertilizers and Plant Nutrients and Herbicides	+
10190000	Pest Control Products	+
11000000	Mineral, Textile, Inedible Plant & Animal Materials	+
12000000	Chemicals, Bio Chemicals & Gas Materials	+
13000000	Resin, Rosin, Rubber, Foam, Film & Elastomeric Materials	+
14000000	Paper Materials & Products	+
15000000	Fuels, Additives, Lubricants & Anti-Corrosive Materials	+

1-8 of 8 Results

20 Per Page

Save

Save And Add Another

Close

CART TYPE

DATE ↓

TOTAL

My Drafts

4/14/2023

0.00USD

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Most UD Commodity codes are based on the UNSPSC Segment level. A crosswalk of Commodity Codes to Account codes can be found under Quick Links on the home page of UD Exchange.

A list of filtered commodity codes will appear.

Click on the “+” sign to select the code that most closely matches the item/service.

Add Non-Catalog Item

The **Commodity Code** field will be populated with the code you selected.

Click **Save and Add Another** to add your next line item.

Repeat the previous steps until you have added all your line items:

Click **Save** when all line items are added.

You can also add additional line items later from within your Cart or Requisition.

Additional Details

Commodity Code 72000000
Building, Facility Construction & Maintenance Services

★ Required fields

Save

Save And Add Another

Close

NUMBER

CART

CART TYPE

DATE ↓

TOTAL

3753651

2023-04-14 702214053 01

My Drafts

4/14/2023

0.00USD

UNIVERSITY OF DELAWARE EXCHANGE

TEST SITE

Shop • Shopping Home Page

Organization Message

Welcome to the University of Delaware Exchange Test Site!

The test site does not create live purchase orders or payments sent to suppliers. The integrations are set up to use the FITST PeopleSoft instance, which is not dynamically updated for production values of custom fields such as projects, work orders and speedtypes, or supplier active/inactive status. **The last refresh of FITST was completed on April 5, 2023.** Custom fields are current as of that date.

As you use this site for training and testing, you may see small differences from guides and the production site. The integration with catalog suppliers depends on their having a test site for integration; some suppliers (such as Amazon) do not have a test site and are not in this catalog. The test site is where the administrators ~~test new solutions before moving to production and while building new guides. Please email procurement@udel.edu if you have~~

Action Items

There are no Action Items to display

My Cart (2023-04-14 702214053 01)

Robinson Hall: Power wash all sid...

Quantity: 1

Price: 6,800.00 USD

View My Cart

Checkout

6,800.00 USD

ent@udel.edu

Site Map

Catalog & Forms Showcase (Under Development)

Procurement Forms

Non-PO Payment Request

Honorarium Payment Request

Subaward Request

NIIMBL Subaward Request

RFX Request (Option 2)

NSB Customer Setup

NEW Waiver of Bid Request

Office/Misc Supplies

My Draft Carts

Showing Results 1 - 1 of 1

NUMBER	CART	CART TYPE	DATE ↓	TOTAL
3753651	2023-04-14 702214053 01	My Drafts	4/14/2023	0.00USD

Next, click the **Shopping Cart** icon on the top right corner of the home page.

Select **View My Cart**.

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Simple

Advanced

Search for products, suppliers, forms, part number, etc.

Cart Name

Cassidy Powerwashing

Description

Multi-Invoice/Payment

☐

After-The-Fact Purchase

☐

Waiver of Bid

☐

1 Item

CASSIDY PAINTING - 1 Item - 6,800.00

SUPPLIER DETAILS

MAIN : 102 CASSIDY DR

Contract

no value

Quote number

M-042319-1

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1	Robinson Hall: Power wash all sides of the building to remove dirt and mildew not including roof top windows.	Robinson	EA	6,800.00	1 EA	6,800.00 ... <input type="checkbox"/>

Details

For

Brandon Gabriel-Perez

Total (6,800.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by

purposes,

6,800.00

6,800.00

Enter a name for your Shopping Cart in the **Cart Name** field.

Enter your quote number into the **Quote Number** field, if applicable.

Check the **Multi-Invoice/Payment** box if applicable (see slide 15 for more details).

Check the **Waiver of Bid** box if applicable.

Click on the **blue item description link** to open a pop-up window to correct or complete any missing information on a line item.

Note: These fields can be edited later from the draft requisition if needed!



UNIVERSITY OF DELAWARE
EXCHANGE

TEST SITE

AllSearch (Alt+Q)6,800.00 USD

Shopping Cart

Simple

Search for products

Cart Name

Description

Multi-Invoice/Pa

After-The-Fact P

Waiver of Bid

Existing Supplier

CASSIDY PAINTING

CASSIDY PAINTING

Fulfillment Address

MAIN - 102 CASSIDY DRIVE, NEWPORT, Delaware 19804-2440 United States

475 OLD AIRPORT RD - 102 CASSIDY DRIVE, NEWPORT, Delaware 19804-2440 United States

BORA - 102 CASSIDY DRIVE, NEWPORT, Delaware 19804-2440 United States

Distribution Methods

Item

Product Description *	Supplier Item Number	Quantity *	Price Estimate	Packaging
Robinson Hall: Power wash all sides of the building to remove dirt and mildew not including roof top windows. 145 characters remaining	Robinson	1	178,500.00	EA

Proceed To Checkout

6,800.00

6,800.00

In the Non-Catalog Item window:
Edit the relevant fields on the line item that need to be corrected or completed.
Click **Save**.

SaveClose

Quote number

M-042319-1

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Robinson Hall: Power wash all sides of the building to remove dirt and mildew not including roof top windows.	Robinson	EA	6,800.00	1 EA	6,800.00

Click **Proceed to Checkout** to continue to the draft requisition.

The following slides will illustrate how to complete *all* sections of the draft requisition. Depending on your department’s business processes, you may only be expected to complete certain portions of the requisition before assigning it to your Requester.

Simple

Advanced

Search for products, suppliers

Cart Name

Description

Multi-Invoice/Payment

After-The-Fact Purchase

☐

Waiver of Bid

☐

1 Item

CASSIDY PAINTING · 1 Item · 178,500.00 USD

SUPPLIER DETAILS

MAIN : 102 CASSIDY DRIVE, NEWPORT, Delaware 198...

Contract

no value

PO Number

To Be Assigned

Quote number

M-042319-1

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1 Robinson Hall: Power wash all sides of the building to remove dirt and mildew not including roof top windows.	Robinson	EA	178,500.00	1 EA	178,500.00	

Details

For

Brandon Gabriel-Perez

Total (178,500.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal * 178,500.00

Total * 178,500.00



Requisition • 3753651

Summary PO Preview Comments Attachments History

General

Cart Name Cassidy Powerwashing

Description no value

Priority Normal

Prepared by Brandon Gabriel-P

Prepared for Brandon Gabriel-P

Department PROCUREMENT S

Ad-Hoc Approver Select

Multi-Invoice/Payment X

Internal Fields

UD Internal Fields

eBuilder Process Instance

After-The-Fact Purchase

Technology Request #

Waiver of Bid

Shipping

Ship To

Billing

Bill To

Draft

Correct these issues.
You are unable to proceed until addressed.

In the **General** section of the draft requisition, most of the information will be pre-filled from the information you entered in your shopping cart.

- The **Multi-Invoice/Payment** field will have a **red X** by default, indicating that the order will be set up to accommodate supplier invoices that bill by the quantity of items. This is most common when purchasing goods. This field does not need to be selected if each line item is to be paid *in full* as it is invoiced.
- The **Multi Invoice/Payment** field should be edited to display a **green check mark** when the order needs to be set up to accommodate supplier invoices that are based on amount, paying the order in parts, and drawing down the dollar amount of the order to zero. For example, if UD is to pay the vendor 20% up front and then the remaining 80% upon completion of the work. This is most common when purchasing services. This is also known as a “blanket PO”.
- You should decide whether to select this option based on your review of the quote. A Procurement Services staff member will also review the Multi Invoice/Payment box for accuracy once the requisition reaches Procurement for approval.

Buyer Information

Draft
Active
Brandon Gabriel-Perez

UNIVERSITY OF DELAWARE EXCHANGE

TEST SITE

All

Search (Alt+Q)

178,500.00 USD

Assign Cart

Requisition • 3753651

Summary

PQ Preview

Comments

Attachments

History

General

Shipping

Cart Name

Cassidy Powerwashing

Ship To

Description

no value

Shipping address code

Priority

Normal

Prepared by

Prepared for

Department

Ad-Hoc Approver

Multi-Invoice/Payment

Internal Fields

UD Internal Fields

eBuilder Process Instance

no value

After-The-Fact Purchase

×

Technology Request #

no value

Waiver of Bid

×

Buyer Information

Use does not have the necessary permissions to view the custom fields associated with this requisition.

Edit General

×

General

Cart Name *

Cassidy Powerwashing

Description

Normal

▼

Rachel Requester

Substitute, Sammy

🔍

Purchasing Business Unit

UOD01

↩

eBuilder Process Instance

Multi-Invoice/Payment

✓

★ Required fields

→

Save

Close

Draft

✖ Correct these issues.

You are unable to proceed until addressed.

Required: Account Code (Line 1)

⚠ Be aware of these issues.

You may review and proceed.

Empty: Internal Note/Business Justification

Total (178,500.00 USD)

▼

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal

178,500.00

178,500.00

What's next for my order?

▼

Next Step

COA Approver

Approver

Walueff, George

Workflow

📄 🖨

🔍 Show skipped steps

Draft

Active

Brandon Gabriel-Perez

Powered by JAGGAER | Privacy Policy



Requisition • 3753651

Summary PO Preview Comments Attachments History

General

...

Cart Name

Cassidy Powerwashing

Description

no value

Shipping

...

Ship To

Shipping address code

NC01

Billing

...

Bill To

Accounts Payable

accountspayable@udel.edu

In the **Internal Fields** section:

- The **eBuilder Process instance** field is for PPD department use only.
- Facilities employees can add information to that field by clicking the **pencil icon to edit**.

Multi-Invoice/Payment

×

Internal Fields

✎ ...

UD Internal Fields

eBuilder Process Instance

no value

After-The-Fact Purchase

×

Technology Request #

no value

Waiver of Bid

×

Buyer Information

...

Draft

✖ Correct these issues.

You are unable to proceed until addressed.

Required: Account Code (Line 1)

Subtotal

178,500.00

178,500.00

What's next for my order?

Next Step

COA Approver

Approver

Valueuff, George

Workflow

Show skipped steps

Draft

Active

Brandon Gabriel-Perez

Requisition • 3753651

Summary PO Preview Comments Attachments History

General

Cart Name

Cassidy Powerwashing

Description

no value

Priority

Normal

Prepared by

Brandon Gabriel-Perez

Prepared for

Brandon Gabriel-Perez

Department

PROCUREMENT SERVICES (04750)

Ad-Hoc Approver

Select

Multi-Invoice/Payment

Shipping

Ship To

Shipping address code

NC01

UNIVERSITY OF DELAWARE

Attn: Brandon Gabriel-Perez

Room: Basement

162 THE GREEN

HULLIHEN HALL

NEWARK, DE 19716

United States

Billing

Bill To

Accounts Payable

accountspayable@udel.edu

222 South Chapel Street

Newark, DE 19716

United States

Billing Options

Purchasing Business Unit

UOD01 UNIVERSITY OF DELAWARE

Shipping section:

- Review the **Ship To address**. If you have already saved a default shipping address to your profile, it will be pre-filled.
- If you need to search for a campus address, you can click the **pencil icon** to **edit**, and an **Edit Shipping** window will pop-up.

Buyer Information

Draft

Correct these issues.

You are unable to proceed until addressed.

Required: Account Code (Line 1)

Be aware of these issues.

You may review and proceed.

Empty: Internal Note/Business Justification

Total (178,500.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal

178,500.00

178,500.00

What's next for my order?

Next Step

COA Approver

Approver

Walueff, George

Workflow

Show skipped steps

Draft

Active

Brandon Gabriel-Perez

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UNIVERSITY OF DELAWARE 18

UNIVERSITY OF DELAWARE EXCHANGE

TEST SITE

178,500.00 USD

Search (Alt+Q)

Assign Cart

Requisition • 3753651

SummaryPO PreviewComments

General

Cart Name

Cassidy Powerwashing

Description

no value

Priority

Normal

Prepared by

Brandon Gabriel-Perez

Prepared for

Brandon Gabriel-Perez

Department

PROCUREMENT SERVICES (

Ad-Hoc Approver

Select

Multi-Invoice/Payment

✗

Internal Fields

UD Internal Fields

eBuilder Process Instance

After-The-Fact Purchase

Technology Request #

Waiver of Bid

Buyer Information

Edit Shipping

✕

Ship To ★

Shipping address code

NC01

NC01

CURRENT ADDRESS

Contact Line 1

UNIVERSITY OF DELAWARE

Attn: ★

Brandon Gabriel-Perez

Room: ★

Basement

Address Line 1

162 THE GREEN

Address Line 2

HULLIHEN HALL

City

NEWARK

State (Use two letter)

DE

Zip Code

19716

Country

United States

NC01 - UNIVERSITY OF DELAWARE , Brandon Gabriel-Perez, Basement, 162 THE GREEN, HULLIHEN HALL, NEWARK, DE 19716, United States

★

Search additional

Q

Results Per Page

10

▼

★ Required fields

Save

Close

Edit Shipping:

• Your default address will be shown under **Current Address**.

• You can search for a different campus address in the **Search additional** field by the building name, building code, or partial street address.

• Click the **Magnifying Glass** icon to search.

• Please DO NOT use the ZZ_*1-TIME non-campus address option to enter a campus address.

UNIVERSITY OF DELAWARE EXCHANGE

TEST SITE

Requisition • 3753651

Summary

PO Preview

Comments

General

Internal Fields

UD Internal Fields

Cart Name

Description

Priority

Prepared by

Prepared for

Department

Ad-Hoc Approver

Multi-Invoice/Payment

Cassidy Powerwashing

no value

Normal

Brandon Gabriel-Perez

Brandon Gabriel-Perez

PROCUREMENT SERVICES (

Select

×

eBuilder Process Instance

After-The-Fact Purchase

Technology Request #

Waiver of Bid

Buyer Information

UNIVERSITY OF DELAWARE

178,500.00 USD

Assign Cart

178,500.00 USD

178,500.00

COA Approver

Walueff, George

Show skipped steps

Draft

Active

Brandon Gabriel-Perez

Powered by JAGGAER | Privacy Policy

Edit Shipping

Ship To ★

Shipping address code NC01

Current Address - UNIVERSITY OF DELAWARE, Brandon Gabriel-Perez, Basement, 162 THE GREEN, HULLIHEN HALL, NEWARK, DE 19716, United States

NC01 - UNIVERSITY OF DELAWARE, Brandon Gabriel-Perez, Basement, 162 THE GREEN, HULLIHEN HALL, NEWARK, DE 19716, United States

NC19

Contact Line 1 UNIVERSITY OF DELAWARE

Attn: * Brandon Gabriel-Perez

Room: * 215

Address Line 1 240 ACADEMY STREET

Address Line 2 ALISON HALL

City NEWARK

State (Use two letter) DE

Zip Code 19716

Country United States

□ Add to my addresses

Choose your address.

• Attn: and Room: are required fields

• Check the Add to my addresses box if you would like to save it as a favorite.

• Click Save.

NC19

Results Per Page 10

1 of 1

★ Required fields

Save

Close



Requisition • 3753651

Summary PO Preview Comments Attachments History

General		Shipping		Billing
Cart Name	Cassidy Powerwashing	Ship To		Bill To
Description	no value	Shipping address code	NC01	Accounts Payable accountspayable@udel.edu 222 South Chapel Street Newark, DE 19716 United States
Priority	Normal			
Prepared by	Brandon Gabriel-Perez	UNIVERSITY OF DELAWARE Attn: Brandon Gabriel-Perez Room: Basement 162 THE GREEN HULLIHEN HALL NEWARK, DE 19716 United States		
Prepared for	Brandon Gabriel-Perez			Billing Options
Department	PROCUREMENT SERVICES (04750)			Purchasing Business UOD01 UNIVERSITY OF DELAWARE
Ad-Hoc Approver				
Multi-Invoice/Payment				

Billing section:
There is only one central billing address for UD. It will be pre-filled and cannot be edited.

Internal Fields	
UD Internal Fields	
eBuilder Process Instance	no value
After-The-Fact Purchase	×
Technology Request #	no value
Waiver of Bid	×

Buyer Information

Draft

✖ **Correct these issues.**
You are unable to proceed until addressed.
[Required: Account Code \(Line 1\)](#)

⚠ **Be aware of these issues.**
You may review and proceed.
[Empty: Internal Note/Business Justification](#)

Total (178,500.00 USD)
calculated and charged by
for estimation purposes,
178,500.00
178,500.00

What's next for my order?
Next Step COA Approver
Approver [Valueff, George](#)
Workflow
☐ Show skipped steps

📍 **Draft**

Active
Brandon Gabriel-Perez

Requisition • 3753651

- Summary
- PO Preview
- Comments
- Attachments
- History

Internal Fields

UD Internal Fields

eBuilder Process Instance	no value
After-The-Fact Purchase	✗
Technology Request #	no value
Waiver of Bid	✗

Buyer Information

i

User does not have the necessary permissions to view the custom fields associated with this section.

Accounting Codes

Buyer Information section:
Only Buyers in Procurement Services will see details of the requisition in this section.

Internal Notes and Attachments	External Notes and Attachments
Internal Note/Business Justification no value ▲ Empty	Note to all Suppliers no value
Internal Attachments Add	Attachments for all suppliers Add
	PO Clauses 1 View details
	Additional Notes to print on PO no value

Draft

✗

Correct these issues.
You are unable to proceed until addressed.
[Required: Account Code \(Line 1\)](#)

▲

Be aware of these issues.
You may review and proceed.
[Empty: Internal Note/Business Justification](#)

Total (178,500.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal178,500.00

178,500.00

for my order?

COA Approver
Walueff, George

Workflow

Show skipped steps

Draft
Active
Brandon Gabriel-Perez

Edit Accounting Codes

Accounting Codes

Work Order Number	SpeedType *	Purpose	Fund	Dept	Program	Source	Project ID	User
N/A	No Value	No Value	No Value	No Value	No Value	No Value	No Value	No

Required

★ Required fields

Save

Close

Click the **Magnifying Glass** in the **SpeedType** field.

Facilities users may click on the arrow in the Work Order Number field to enter by Work Order instead.

Additional Notes to print on
PO no value

2 Items

CASSIDY PAINTING - 2 Items - 24,650.00 USD

SUPPLIER DETAILS MAIN - 100 CASSIDY DRIVE, NEWPORT Delaware 198

What's next for my order?

Next Step Wait for Validation Response

Approvers There are no approvers

Workflow

Draft
Active

UNIVERSITY OF DELAWARE EXCHANGE

TEST SITE

24,650.00 USD

24,650.00 USD

Home

Shopping Cart

Account

Logout

Accounting Codes

Work Order Number

SpeedType *

Purpose

N/A

No Value

No Value

Required

★ Required fields

Internal Notes and Attachments

Internal Note/Business Justification

no value

Internal Attachments

2 Items

CASSIDY PAINTING - 2 It

SUPPLIER DETAILS

Custom Field Search

Value

building

Filter

Clear All Filters

1-6 of 6 Results

20 Per Page

Value	Description
FACL175162	BUILDING PLAN SURVEY
HNSC175133	CHS BUILDING FUND
RNOV853544	SEAWATER LAB BUILDINGS
RSLF212134	RL&H BUILDING PROGRAMS FY EAST
STGP913227	BUILDING LEADERS
STGP913231	CLUB BODYBUILDING

Total (24,650.00 USD)

Subtotal

24,650.00

24,650.00

my order?

Wait for Validation Response

There are no approvers

Save

Close

A search box will appear.

Search for the SpeedType in the **Value** or **Description** field.

Click **Filter**.

To select your SpeedType from the available options, click “+” sign.

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Edit Accounting Codes

Accounting Codes

Work Order Number	SpeedType ★	Purpose	Fund	Dept	Program	Source	Project ID	User
N/A	FACL175162	FACL175162	OPBAL	05801	OPMNT	No Value	No Value	No

Search

★ Required fields

Save

Close

All chart field information associated with your SpeedType will be imported for you.

Click **Save**.

If your SpeedType is not available, a Primary Cost Object Approver (PCOA) may not be assigned by the Controller's Office. Contact coa-finance@udel.edu for assistance.

Edit Accounting Codes

Accounting Codes

nd	Dept	Program	Source	Project ID	User Ref	Cost Share Project	% of Price	
OPBAL	05801	OPMNT	No Value	No Value	No Value	No Value	45	(11,092.50 USD)
OPBAS	05804	OPMNT	No Value	No Value	No Value	No Value	55	(13,557.50 USD)
							Split Total 100%	(24,650.00 USD)

When you split by percentage, the system will calculate and display dollar amounts for you, but Approvers will *not* see this. The best practice to inform others of these dollar amounts is to screenshot them and attach them to a comment on the requisition.

★ Required fields

Save Close

If you need to add a funding split, hover your cursor over the accounting codes window to make the '+' appear, and click '+'.
Funding splits in this header section can be made by **percentage of price or percentage of quantity**.
• These percentages will apply to every invoice payment unless you override this header accounting on a specific line item.
• Unlike this header accounting section, funding splits made on specific line items *can* be split by *amount* of price or quantity as well as by percentage (see slide 36 for details).
Click **Save**.

Summary

PO Preview

Comments

Attachments

History

Accounting Codes									
Work Order Number	SpeedType	Purpose	Fund	Dept	Program	Source	Project ID	User Ref	Cost Share Project
N/A	PURC110000	PURC110000	OPBAS	04750	ADALL	no value	no value	no value	no value
N/A	PROCUREMENT SERVICES	PROCUREMENT SERVICES	OPERATING BASIC	PROCUREMENT SERVICES	ADMINISTRATIVE ALLOWABLE				

Internal Notes and Attachments

Internal Note/Business Justification

no value

Empty

Internal Attachments

Add

External Notes and Attachments

Note to all Suppliers

no value

Attachments for all suppliers

Add

PO Clauses

1 View details

Additional Notes to print on PO

no value

Draft

Correct these issues.

You are unable to proceed until addressed.

Required: Account Code (Line 1)

Be aware of these issues.

You may review and proceed.

Empty: Internal Note/Business Justification

Total (178,500.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal

178,500.00

178,500.00

1 Item

CASSIDY PAIN
SUPPLIER DETAIL
Contract
Quote number
Item
1 Robinson Hardware not i
ITEM DETAIL
Contract

Internal Notes and Attachments section:

- Internal Notes and Attachments are **only** visible to internal UD system users.
- Click the **Pencil Icon** to add your **Internal Note/Business Justification**.
 - A business justification is **required** for all UD purchases
 - Include the “who, what, when, where, and why” details of the purchase.
- Add your **Internal Attachments**, such as quotes and proposals, using the **Add** link.

Requisition • 3753651

SummaryPO PreviewCommentsAttachmentsHistory

Accounting Codes

Work Order Number	SpeedType	Purpose	Fund	Dept	Program	Source	Project ID	User Ref	Cost Share Project
N/A	PURC110000	PURC110000	OPBAS	04750	ADALL	no value	no value	no value	no value
N/A	PROCUREMENT SERVICES	PROCUREMENT SERVICES	OPERATING BASIC	PROCUREMENT SERVICES	ADMINISTRATIVE ALLOWABLE				

Internal Notes and Attachments

Please be sure that any external attachments should truly be sent to the supplier.

External Notes and Attachments

Note to all Suppliersno value

Attachments for all suppliersAdd

PO Clauses1 View details

Additional Notes to print on PO no value

Draft

Correct these issues.
You are unable to proceed until addressed.
[Required: Account Code \(Line 1\)](#)

Be aware of these issues.
You may review and proceed.
[Empty: Internal Note/Business Justification](#)

Total (178,500.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

External Notes and Attachments section:

- External Notes and Attachments are visible to **both** internal UD system users *and* the supplier.
- There is no need to add a duplicate Internal attachment for your colleagues to see if the document is already in the External attachments section!
- Click the **Pencil Icon** to add a **Note to all Suppliers**– this should be any comment you would like the *supplier* to receive on the PO.
- Add any **Attachments for all Suppliers**, such as the supplier’s quote, using the **Add** link.

Summary

Internal Note/Business Justification

Internal Attachments

1 Item

CASSIDY PAINT

SUPPLIER DETAILS MAIN : 102 CASSIDY DRIVE, NEWPORT, Delaware 198...



Contract no value PO Number To Be Assigned

Quote number M-042319-1

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Robinson Hall: Power wash all sides of the building to remove dirt and mildew not including roof top windows.	Robinson	EA	178,500.00	1 EA	178,500.00



ITEM DETAILS

Contract: no value Internal Note/Business Justification no value

Commodity Code 72000000 / Building, Facility Construction & Maintenance Services Internal Attachments Add

Account Code no value External Note no value

Required Attachments for supplier Add

PO Type Override X

Total (178,500.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 178,500.00

178,500.00

What's next for my order?

Next Step COA Approver

Approver Valueff, George

Workflow

Show skipped steps

Draft Active Brandon Gabriel-Perez



Requisition • 3753651

Summary PO Preview Comments Attachments History

Internal Note/Business no value Note to all Suppliers no value

Click the **Pencil Icon** if you need to make a change to the **Supplier Information**, such as selecting a different fulfillment address or adding the quote number.

1 Item

CASSIDY PAINTING • 1 Item • 178,500.00 USD

SUPPLIER DETAILS MAIN : 102 CASSIDY DRIVE, NEWPORT, Delaware 198...

Contract no value PO Number To Be Assigned
Quote number M-042319-1

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Robinson Hall: Power wash all sides of the building to remove dirt and mildew not including roof top windows.	Robinson	EA	178,500.00	1 EA	178,500.00

ITEM DETAILS

Contract: no value Internal Note/Business Justification no value
Commodity Code 72000000 / Building, Facility Construction & Maintenance Services Internal Attachments Add
Account Code no value Required External Note no value
Attachments for supplier Add
PO Type Override X



Be aware of these issues.
You may review and proceed.
Empty: Internal Note/Business Justification

Total (178,500.00 USD)
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.
Subtotal 178,500.00
178,500.00

What's next for my order?
Next Step COA Approver
Approver Valueff, George
Workflow
Show skipped steps
Draft
Active
Brandon Gabriel-Perez



Summary	PO Preview	Comments	Attachments	History
Internal Note/Business Justification	no value ▲ Empty	Note to all Suppliers	no value	
Internal Attachments	Add	Attachments for all suppliers	Add	
		PO Clauses	1 View details	
		Additional Notes to print on PO	no value	

Draft

✖ Correct these issues.

You are unable to proceed until addressed.

Required: Account Code (Line 1)

6-Digit UD Account Codes will be marked as **required**.
Shoppers may wish to leave this section for Requesters to complete.

If the commodity code of the item you are purchasing only has *one* account code associated with it, the account code will be pre-populated. If the commodity code has *multiple* account codes associated with it, you will need to select the correct account code.

To add a required **Account Code**:

- Click on the blue **Required: Account Code** link or the red **Required** link.

Account Code	no value Required	External Note	no value
		Attachments for supplier	Add
		PO Type Override	×

Workflow

Show skipped steps

Draft

Active

Brandon Gabriel-Perez



UNIVERSITY OF DELAWARE EXCHANGE

TEST SITE

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

Contract:

Commodity Code *

Account Code *

72000000

No Value

Building, Facility Construction & Maintenance Services

Required

Robinson EA

178,500.00

1 EA

178,500.00

Internal

PO Type Override

Note: If you change the **commodity** code here, you will need to click save then re-open this window to refresh and see the account codes associated with your new commodity code.

1000 characters remaining

expand clear

Save

Close

To add an **Account Code**:

Click the **Magnifying Glass** in the Account Code field.

Quote number M-042319-1

Quantity

Ext. Price

1 EA

178,500.00

Subtotal

178,500.00

178,500.00

What's next for my order?

Next Step COA Approver

Approver Walueff, George

Workflow

Show skipped steps

Draft

Active

Brandon Gabriel-Perez

Commodity Code

72000000 / Building, Facility Construction & Maintenance Services

Justification

Internal Attachments

Add

External Note

no value

Attachments for supplier

Add

PO Type Override

X

Account Code

no value

Required

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

Contract:

Commodity Code * 72000000 Building, Facility Construction & Maintenance Services

Account Code * No Value Required

Custom Field Search

Value

Description

Filter

Clear All Filters

< > Page 1 of 5 1-20 of 81 Results 20 Per Page

Value ↑	Description	
141257	MAINTENANCE SUPPLIES	+
146004	FACILITY CONSULTING AGREEMENT	+
150300	EQ & MACHINE MAINT/REPAIR	+
151207	BLDG & FACILITY CONSTRUCT MAINT	+
151900	MECHANICAL SYSTEMS REPAIR	+
152200	EQUIP (MAINT CONTRACTS)	+

178,500.00

1 EA

178,500.00

expand clear

expand clear

Save Close

Only account codes associated with your item's commodity code will be shown.

Search by **Value** or **Description** to refine your options.

Select **Filter** to begin search

Click on the “+” to select your code.



Edit Line 1: Item Details

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

Contract:

Commodity Code *
72000000
Building, Facility Construction & Maintenance Services

Account Code *
151207
Required

Robinson EA 178,500.00 1 EA 178,500.00

Internal Note/Business Justification

External Note

PO Type Override

1000 characters remaining expand clear

1000 characters remaining expand clear

☐

Save

Close

Quote number M-042319-1

Item						
1 Robinson Hall: Power wash all sides of the building to remove dirt and mildew not including roof top windows.	Robinson	EA	178,500.00	1 EA	178,500.00	
ITEM DETAILS						
Contract:	no value		Internal Note/Business Justification	no value		
Commodity Code	72000000 / Building, Facility Construction & Maintenance Services		Internal Attachments	Add		
Account Code	no value Required		External Note	no value		
			Attachments for supplier	Add		
			PO Type Override	X		

budget checking, and workflow approvals.

Subtotal 178,500.00 178,500.00

What's next for my order?

Next Step COA Approver

Approver Walueff, George

Workflow

Show skipped steps

Draft Active Brandon Gabriel-Perez

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Once you have added your Account Code, click **Save**.

If you need to edit one of your line items to contain different funding information than the rest of your requisition:

- Click the ellipsis to see the option for Accounting Codes.
- Select **Accounting Codes** to edit.
- Save** any changes.

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1 Robinson Hall: Power wash all sides of the building to remove dirt and mildew not including roof top windows.	Robinson	EA	6,800.00	1 EA	6,800.00	⋮

ITEM DETAILS

Contract:	no value	Internal Note/Business Justification	no value
Commodity Code	72000000 / Building, Facility Construction & Maintenance Services	Internal Attachments	Add
Account Code	no value Required	External Note	no value
		Attachments for supplier	Add
		PO Type Override	X

Override
Supplier
Bill To
Accounting Codes
Remove
Add to Favorites
Move to Another Cart
Add to Draft Cart or Pending PR/PO

Note: When you edit accounting codes for specific line items, the accounting codes you entered in the accounting codes header section will appear the same; differences will only be visible at the line. The data on the line item is what will be reflected in PeopleSoft and UDataGlance.

UNIVERSITY OF DELAWARE EXCHANGE TEST SITE

Override Line 1: Accounting Codes

Allocation by percentage is recommended. If you choose to allocate a line by amount instead of percentage, please use the Internal Note field on the line to explain how you want the amounts applied. Accounts Payable may need to contact you with questions if an invoice does not voucher the line in full.

Fund	Dept	Program	Ref	Cost Share Project
OPBAL	05801	OP	No Value	
OPBAS	05804	OP	No Value	No Value

Line subtotal: 6,800.00 USD
Split Total 100.00 USD

Save Close

In addition to allocating by percentage, you can select to allocate a line by amount of price or amount of quantity. Click **Save**.

Commodity Code 72000000 / Building, Facility Construction & Maintenance Services

Account Code no value

Internal Attachments Add

External Note no value

Attachments for supplier Add

Draft Active Sam Shopper

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Requisition • 3753651

Summary PO Preview Comments Attachments History

General

Cart NameCassidy Powerwashing

Descriptionno value

PriorityNormal

Prepared byBrandon Gabriel-Perez

Prepared forBrandon Gabriel-Perez

DepartmentPROCUREMENT SERVICES (04750)

Ad-Hoc ApproverSelect

Multi-Invoice/Payment

Shipping

Ship To

Shipping address codeNC01

UNIVERSITY OF DELAWARE

Attn: Brandon Gabriel-Perez

Room: Basement

162 THE GREEN

HULLIHEN HALL

NEWARK, DE 19716

United States

Billing

Bill To

Accounts Payable

accountspayable@udel.edu

222 South Chapel Street

Newark, DE 19716

United States

Billing Options

Purchasing Business UnitUOD01

UNIVERSITY OF DELAWARE

Internal Fields

UD Internal Fields

eBuilder Process

After-The-Fact

Technology

Waiver of Bid

Buyer Information

User does not have the necessary permissions to view the custom fields associated with this requisition.

Prior to submitting the requisition, you can see all the **approval steps** that the requisition will go through.

- Some approval steps offer the option to see the name(s) of the specific Approver that the requisition will route to after it is submitted if you click on them.

178,500.00

What's next for my order?

Next StepCOA Approver

ApproverValueff, George

Workflow

Show skipped steps

DraftActiveBrandon Gabriel-Perez

PR ValidationFuture

COA ApproverFuture

Dept Purchasing SpecialistFuture

Buyer RoutingFuture

Procurement ApprovalFuture

Executive Approval 1Future

General

Card Name Cassidy Powerwashing

Description no value

Priority Normal

Prepared by Brandon Gabriel-Perez

Prepared for

Department

Shipping

Ship To

Shipping address NC01

code

UNIVERSITY OF DELAWARE

Attn: Brandon Gabriel-Perez

Room: Basement

Billing

Bill To

Account

222 Sou

Newark

United States

Note: A Shopper will **ONLY** have the **Assign Cart** button as an option. Only employees with the Requester role will see the Place Order button in UDX. Shoppers are required to assign their orders to a Requester who can submit them for approval on their behalf.

Click the **Assign Cart** button to assign your Non-Catalog Requisition to a Requester.

Internal Fields

UD Internal Fields

eBuilder Process Instance no value

After-The-Fact Purchase

Technology Request # no value

Waiver of Bid

Buyer Information

What's next for my order?

Next Step COA Approver

Approver Valueff, George

Workflow

Show skipped steps

Draft Active Brandon Gabriel-Perez

PR Validation Future

COA Approver Future

Dept Purchasing Specialist Future

Assign Cart

UNIVERSITY OF DELAWARE EXCHANGE

TEST SITE

178,500.00 USD

Search (Alt+Q)

Assign Cart

Requisition • 3753651

SummaryPO PreviewCommentsAttachmentsHistory

General

Assign Cart To: Brandon Gabriel-Perez

SELECT or SEARCH

Assign Close

Note To Assignee:

Note: UDX will allow you to select and assign your cart to an employee that does *not* have the Requester role. While this feature can be helpful if you want a colleague to look at your order before it is placed, please be sure to know which colleague with a *Requester* role you should be assigning your orders to for submission.

Ad-Hoc Approver Select

Multi-Invoice/Payment

Internal Fields

UD Internal Fields

eBuilder Process Instance no value

After-The-Fact Purchase

Technology Request # no value

Waiver of Bid

Buyer Information

Total (178,500.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 178,500.00

178,500.00

What's next for my order?

Next Step COA Approver

Valueff, George

Show skipped steps

Draft Active Brandon Gabriel-Perez

PR Validation Future

COA Approver Future

Dept Purchasing Specialist Future

Choose **Select** to choose a Requester from your list of saved Assignees or click **Search** to search for your Requester.



UNIVERSITY OF DELAWARE
EXCHANGE

TEST SITE

178,500.00 USD

Assign Cart

Requisition • 3753651

Summary

PO Preview

Comments

Attachments

History

General

Cart Name
Cassidy Powerwashing

Description
no value

Priority
Normal

Prepared by
Brandon Gabriel-Perez

Prepared for
Brandon Gabriel-Perez

Department
PROCUREMENT SERVICES (04750)

Ad-Hoc Approver
Select

Multi-Invoice/Payment
✗

Shipping

Ship To

Shipping address code
NCO

UNIVERSITY OF DELAWARE
Attn: Brandon Gabriel-Perez
Room: Basement
162 THE GREEN
HULLIHEN HALL
NEWARK, DE 19716
United States

Internal Fields

UD Internal Fields

eBuilder Process Instance
no value

After-The-Fact Purchase
✗

Technology Request #
no value

Waiver of Bid
✗

Buyer Information

User does not have the necessary permissions to view the content fields associated with this requisition.

Assign Cart: User Search

Assign Cart To: Requester, Rachel
SELECT or SEARCH

Add to Profile ☐

Note To Assignee:
Please check funding and submit if okay.

Assign Close

- Add a **Note To Assignee**.
- Click **Assign**.

Draft

Total (178,500.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 178,500.00

178,500.00

What's next for my order?

Next Step COA Approver

Approver Valueff, George

Workflow

Show skipped steps

Draft
Active
Brandon Gabriel-Perez

PR Validation
Future

COA Approver
Future

Dept Purchasing Specialist
Future

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Simple Advanced Go to: [Non-Catalog Item](#) | [Service Item](#) | [Favorites](#) | [Forms](#) | [Shop](#) | [Trade-In](#) | [Quick Order](#) Browse: [Suppliers](#) | [Categories](#) | [Contracts](#)

Search for products, suppliers, forms, part number, etc.

✓ Cart Assigned

Requisition Summary		Options
Requisition number	3753651	Create new draft cart
Cart name	Cassidy Powerwashing	Recent orders
Requisition total	178,500.00 USD	Return to your home page
Number of line items	1	

You will receive confirmation that your cart has been assigned.

UNIVERSITY OF DELAWARE EXCHANGE TEST SITE

Shop (Alt+P)

Shopping

My Carts and Orders

Admin

Shopping Settings

Open My Active Shopping Cart

View Carts

View My Orders (Last 90 Days)

If you need to access your Assigned Carts, navigate to **Shop > My Carts and Orders > View Carts > Assigned Carts** tab.

MY ASSIGNED APPROVALS

Requisitions To Approve

Vouchers

MY resources

Product Release Library

Site Map

Cart Management

Create Cart

Draft Carts

Assigned Carts

Assign Substitute

Filter Assigned Carts

From your **Assigned Carts** tab, you can View and/or Unassign carts if changes are needed.

Type	Shopping Cart Name	Cart Description	Date Created	Total	Created By	Assigned To	Action
Normal	Fisher Testing 3		2/25/2021	641.09 USD	Sam Shopper	Rachel Requester	View
Normal	Punchout Catalog		2/25/2021	376.18 USD	Sam Shopper	Rachel Requester	View Unassign
Normal	Janitorial Items - Hos...		10/10/2021	156.23 USD	Sam Shopper	Rachel Requester	View
Normal	custodial supplies		10/18/2021	521.51 USD	Sam Shopper	Rachel Requester	View
Normal	Cassidy Powerwashing		10/24/2021	24,650.00 USD	Sam Shopper	Rachel Requester	View

Questions:

- procurement@udel.edu

Resources:

- [Procurement Services Website](#)
- [Submitting a Non-Catalog Request for Requesters](#)
- [Finding Suppliers and Supplier Information](#)
- [Assigning Shopping Carts](#)
- [Adding Details to Shopping Carts](#)
- [Adding Financial Information to Requisitions](#)

