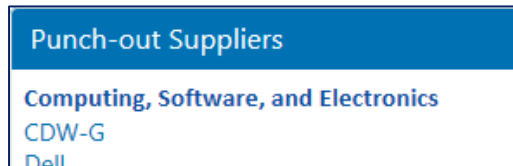


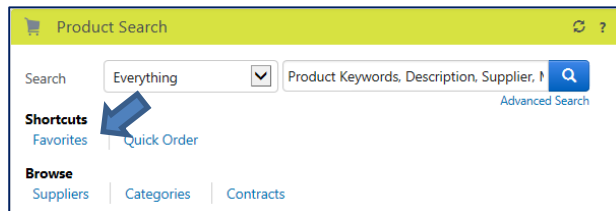
Shopping Quick Reference

Finding Items

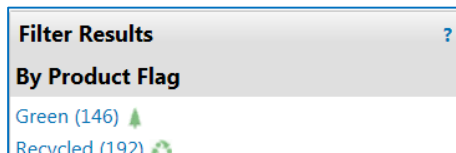
- Use the **Punch-out Suppliers** section to connect to a punch-out site.



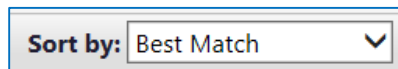
- Use the **Product Search** section to search hosted catalogs, or access your Favorites.



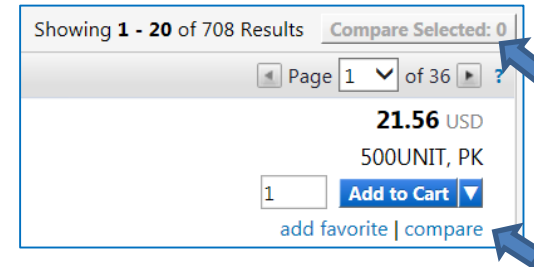
- Filter results using filters on the left side.



- Sort results with the drop-down menu at the top.

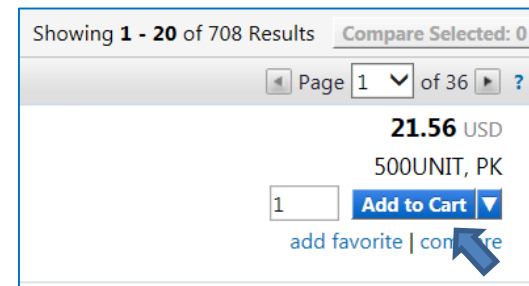


- Compare selected items: Click “compare” to the right of the item, then click “Compare Selected.”



- Find out more about an item by clicking the name of the item.

- Add an item to your active shopping cart by clicking the Add to Cart button.



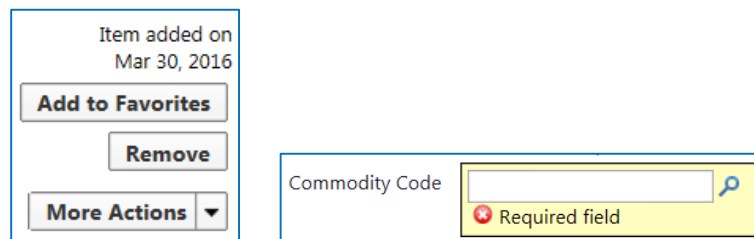
- To view your shopping cart at any time, click on the shopping cart icon on the left side of the page or in the banner at the top of the page.



Shopping Quick Reference

Submitting Your Order

- Make any changes to your cart by using the options to the left of each line item or by typing into the editable fields.

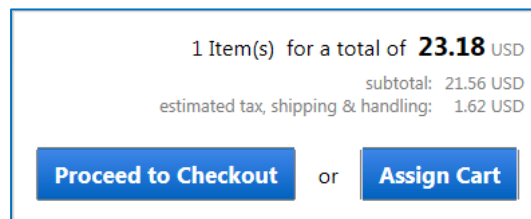


Item added on Mar 30, 2016

Buttons: Add to Favorites, Remove, More Actions

Commodity Code: Required field

- After making changes, click the **Update** button for the line item or at the top of the list.
- Click the **Proceed to Checkout** button at the top of the page. If you're a Window Shopper, click the **Assign Cart** button to choose an assignee who can submit your cart.

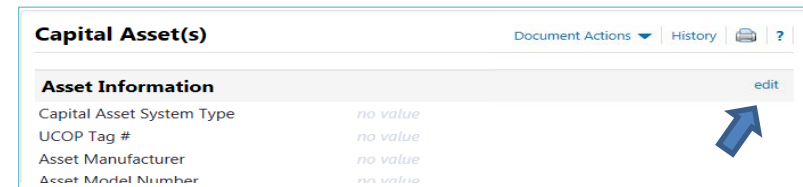


1 Item(s) for a total of **23.18** USD

subtotal: 21.56 USD
estimated tax, shipping & handling: 1.62 USD

Buttons: Proceed to Checkout, Assign Cart

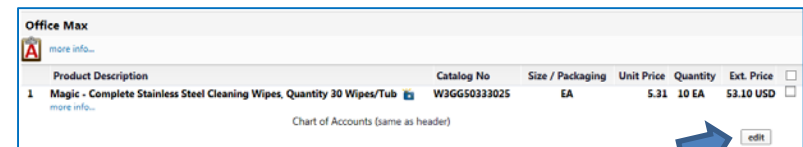
- Review your requisition and enter required information or make changes.
 - To make a change for the **entire requisition**, click "edit" in the appropriate section (by choosing the section from the list on the left, or in the Final Review screen.)



Capital Asset(s) Document Actions History ?

| Asset Information | edit |
|---------------------------|----------|
| Capital Asset System Type | no value |
| UCOP Tag # | no value |
| Asset Manufacturer | no value |
| Asset Model Number | no value |

- To make a change for an **individual line item** navigate to the appropriate section using the links on the left, then click the "edit" button in the line item.



| Product Description | Catalog No | Size / Packaging | Unit Price | Quantity | Ext. Price | |
|--|-------------|------------------|------------|----------|------------|--------------------------|
| 1 Magic - Complete Stainless Steel Cleaning Wipes, Quantity 30 Wipes/Tub | W3GG5033025 | EA | 5.31 | 10 EA | 53.10 USD | <input type="checkbox"/> |

Chart of Accounts (same as header)

edit

- Click the **Place Order** button at the top of the page. Your order has now entered the approval process.