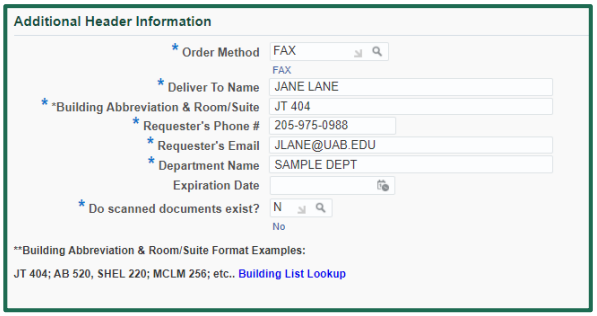
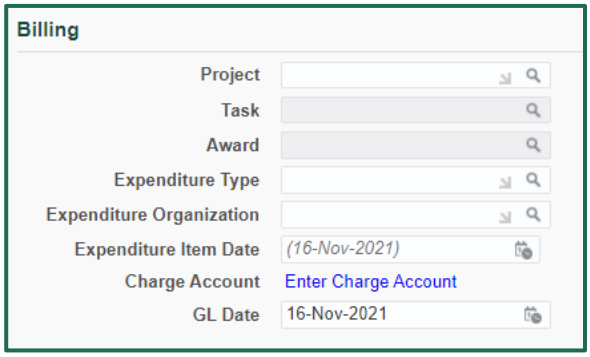
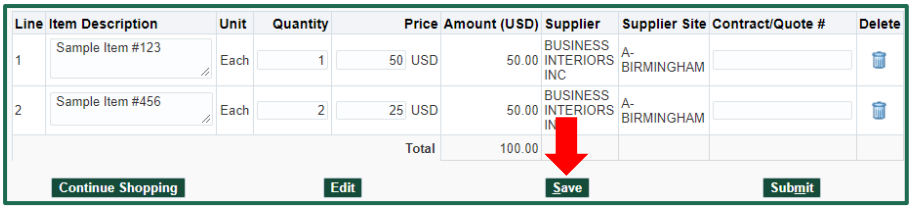
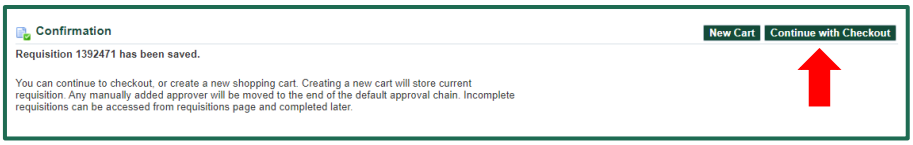
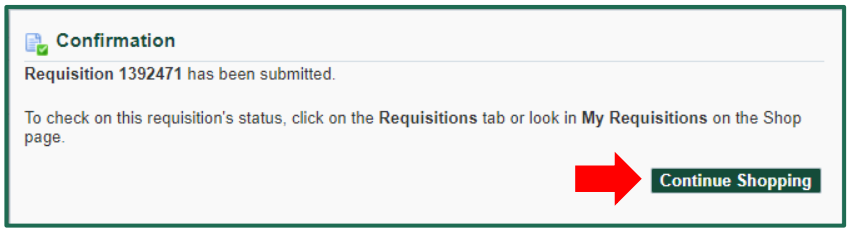
iProcurement: Shopping Cart Checkout

1. When the **Shopping Cart** appears, go to the **Additional Header Information** section and complete the required fields that are identified by the asterisk (*) symbol.	
2. Click **Show Delivery and Billing.**	
3. Go to the **Billing** section to enter your account information.	
4. Review your item information and make changes as needed. 5. Click **Save**.	

6. You will receive a confirmation. Click **Continue with Checkout.**	
7. Click **Submit.**	
8. You will receive a confirmation. Click **Continue Shopping.**	
9. You will be routed back to iProcurement's landing page. The recently submitted requisition should be listed under **My Requisitions** with a status of ***In Process.***	