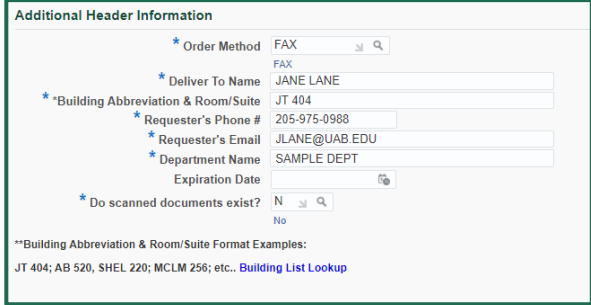

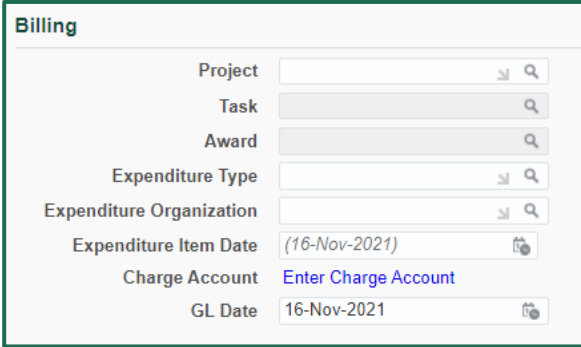
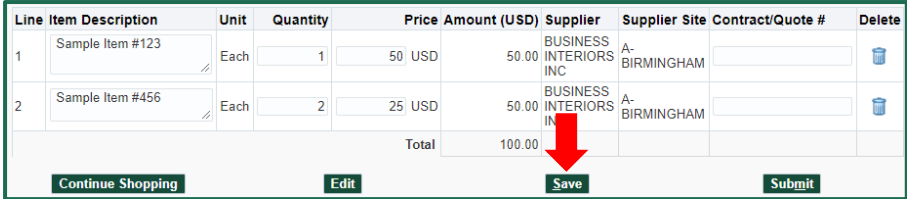


iProcurement: Shopping Cart Checkout

<p>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.</p>	 <p>Additional Header Information</p> <ul style="list-style-type: none"> * Order Method: FAX * Deliver To Name: JANE LANE * Building Abbreviation & Room/Suite: JT 404 * Requester's Phone #: 205-975-0988 * Requester's Email: JLANE@UAB.EDU * Department Name: SAMPLE DEPT Expiration Date: [Calendar Icon] * Do scanned documents exist?: No <p><small>**Building Abbreviation & Room/Suite Format Examples: JT 404; AB 520, SHEL 220; MCLM 256; etc.. Building List Lookup</small></p>																																								
<p>2. Click Show Delivery and Billing.</p>	 <p>Show Delivery and Billing</p>																																								
<p>3. Go to the Billing section to enter your account information.</p>	 <p>Billing</p> <ul style="list-style-type: none"> Project: [Dropdown] Task: [Dropdown] Award: [Dropdown] Expenditure Type: [Dropdown] Expenditure Organization: [Dropdown] Expenditure Item Date: (16-Nov-2021) Charge Account: Enter Charge Account GL Date: 16-Nov-2021 																																								
<p>4. Review your item information and make changes as needed.</p> <p>5. Click Save.</p>	 <table border="1"> <thead> <tr> <th>Line</th> <th>Item Description</th> <th>Unit</th> <th>Quantity</th> <th>Price</th> <th>Amount (USD)</th> <th>Supplier</th> <th>Supplier Site</th> <th>Contract/Quote #</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sample Item #123</td> <td>Each</td> <td>1</td> <td>50.00</td> <td>50.00 USD</td> <td>BUSINESS INTERIORS INC</td> <td>A-BIRMINGHAM</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Sample Item #456</td> <td>Each</td> <td>2</td> <td>25.00</td> <td>50.00 USD</td> <td>BUSINESS INTERIORS INC</td> <td>A-BIRMINGHAM</td> <td></td> <td></td> </tr> <tr> <td colspan="6" style="text-align: right;">Total</td> <td>100.00</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Buttons: Continue Shopping Edit Save Submit</p>	Line	Item Description	Unit	Quantity	Price	Amount (USD)	Supplier	Supplier Site	Contract/Quote #	Delete	1	Sample Item #123	Each	1	50.00	50.00 USD	BUSINESS INTERIORS INC	A-BIRMINGHAM			2	Sample Item #456	Each	2	25.00	50.00 USD	BUSINESS INTERIORS INC	A-BIRMINGHAM			Total						100.00			
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Total						100.00																																			

<p>6. You will receive a confirmation. Click Continue with Checkout.</p>																
<p>7. Click Submit.</p>																
<p>8. You will receive a confirmation. Click Continue Shopping.</p>																
<p>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.</p>	<table border="1"> <thead> <tr> <th colspan="4">My Requisitions</th> <th>Full List</th> </tr> <tr> <th>Requisition</th> <th>Description</th> <th>Total (USD)</th> <th>Status</th> <th>Copy</th> </tr> </thead> <tbody> <tr> <td>1392471</td> <td>Sample Item #123</td> <td>150.00</td> <td>In Process</td> <td></td> </tr> </tbody> </table>	My Requisitions				Full List	Requisition	Description	Total (USD)	Status	Copy	1392471	Sample Item #123	150.00	In Process	
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Requisition	Description	Total (USD)	Status	Copy												
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