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.	**Additional Header Information** * Order Method: FAX / 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: * Do scanned documents exist?: N / No **Building Abbreviation & Room/Suite Format Examples:** JT 404; AB 520, SHEL 220; MCLM 256; etc.. Building List Lookup
2. Click **Show Delivery and Billing.**	▶ Show Delivery and Billing
3. Go to the **Billing** section to enter your account information.	**Billing** Project: Task: Award: Expenditure Type: Expenditure Organization: Expenditure Item Date: (16-Nov-2021) Charge Account: Enter Charge Account GL Date: 16-Nov-2021
4. Review your item information and make changes as needed. 5. Click **Save**.	<table><tr><td>Line</td><td>Item Description</td><td>Unit</td><td>Quantity</td><td>Price</td><td>Amount (USD)</td><td>Supplier</td><td>Supplier Site</td><td>Contract/Quote #</td><td>Delete</td></tr><tr><td>1</td><td>Sample Item #123</td><td>Each</td><td>1</td><td>50 USD</td><td>50.00</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 USD</td><td>50.00</td><td>BUSINESS INTERIORS IN</td><td>A-BIRMINGHAM</td><td></td><td>🗑</td></tr><tr><td></td><td></td><td></td><td></td><td>Total</td><td>100.00</td><td></td><td></td><td></td><td></td></tr></table> Continue Shopping Edit **Save** Submit

6.	You will receive a confirmation. Click **Continue with Checkout.**	**Confirmation** — New Cart Continue with Checkout Requisition 1392471 has been saved. You can continue to checkout, or create a new shopping cart. Creating a new cart will store current requisition. Any manually added approver will be moved to the end of the default approval chain. Incomplete requisitions can be accessed from requisitions page and completed later.
7.	Click **Submit.**	Edit and Submit Requisition 1392471 — Check Funds Refresh Save Printable Page Submit
8.	You will receive a confirmation. Click **Continue Shopping.**	**Confirmation** Requisition 1392471 has been submitted. To check on this requisition's status, click on the **Requisitions** tab or look in **My Requisitions** on the Shop page. 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.***	**My Requisitions** — Full List | Requisition	Description	Total (USD)	Status	Copy
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1392471	Sample Item #123	150.00	In Process		