

## Create a Shopping Cart Using the NIGP Search

## Exercise 2



Q.v Logof

## Exercise 2: Create a Shopping Cart Using the NIGP Search (Non-**Contract**)

Create shopping cart for a non-contract using NIGP/Contract Search. In this exercise, we will be requesting a Snowplow Auxiliary Lamp.

- SAP D D D D D D D D e Self-S ZMM Buye D. iew > Re Full Screen Options • rting Change Launchpad ing Cart ng Cart Detail Sing Engine Attributes for an REX Rest Research of a DFX REX Provide of a DFX Marc Analysis Variant DFX Variant DFX chpad nd Analysis BC Analysis for Succients (Lorenz Curve) on 15 Succients value Value per Suppler and GA. Account in Re-tinvisies Values WRAV/Rout Furchase Order. anto Analysis According to Purchase Order Vo alue Analysi er Evalu als Report: Suppler Evaluation bweb Disoram Suppler Scores lier Portfolio with Purchase Order Value and Overall 3 pler Portfolio Analysia er Profile ler Evaluation for Product Categories tt Detail
- 1. Select "Employee Self-Services."

2. From the "Employee Self Services" screen, click "Shop."

													Search	٩	1
No.         Pix and Auctions         Designed Definitions         Definitions         Definitions         Definitions         Definite Definitions         Definitions	Forward + History Favor	tes Personalize View Help												Wek	come: Bu
Image: Set: Set: Set: Set: Set: Set: Set: Se	RFx and Auctions	Strategic Purchasing Employee Spir-S	ervices ZM	M Buyer Goods Recept	(MGO) Application Month	e Puret	asing Replicate Co	ntracts							
the second and services from catabigs or templetes, or describe your requirement.	10														
	loyee Self-Services + Over	view > Shopping Area												Full Scree	en Opti
Biogeoing Cartis (1)           ***Ed Guice Create Martineurical           Shopping Carti liver:           The fame:           Creation Date:           Creation Date:           Creation Date:           Or Cartis Date:           Or Cartis Different Variantical           Shopping Carti liver:           Or Cartison Date:           Shopping Cart Numer:           S	Shop Purchase good	s and services from catalogs or templates, or des	icribe your require	ment.	20	Adva Sear	nced Search A for existing shopping ca	arts and othe	er decumen	ds.					
His Cast States tantanace     In          To         To         To	Shopping Carts (1)														
Shapping Cat Numer Shapping Cat Numer Shappi	- Hide Quick Criteria Mainten	ance													
Shopping Cart Name: In The Security One Creation Date: Creation Date: Pol Number: Pol Number: Pol Number: Pol Number: Pol Number: Source Number: Sou	Shooping Cart Number,		Ти	*											
tem Bescription: Timeframe: Created Double: Product Category: Basic: Apply: Category: Basic: Product Category: Basic: Product Category: Basic: Product Category: Basic: Product Category: Basic: Product Category: Basic: Product Category: Basic: Product Category: Basic: Product Category: Basic: Product Category: Basic: Basic: Product Category: Basic: Product Category: Basic: Product Category: Basic: Product Category: Basic: Product Category: Basic: Product Category: Basic: Product Category: Basic: Basic: Product Category: Basic: Basic: Product Category: Basic: Basic: Product Category: Basic: Basic: Product Category: Basic: Basic: Product Category: Basic: Ba	Shopping Cart Name:														
Treefane: Creation Data: Status: Rets:	tem Description:														
Creation Date: © To © P Status:	Timeframe:	-													
Status: <ul> <li>Bite:</li> <li>Created On:</li> <li>Bushite:</li> <li>Bite:</li> <li>Bite:<td>Creation Date: O</td><td>10</td><td>То</td><td>TE 🗢</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></li></ul>	Creation Date: O	10	То	TE 🗢											
Role:       Image: Construction of the state of the stat	Status:	~													
Pol Nunteer educitization of the state of th	Role:	*													
Produc Category	PO Number:	4600217210													
Apply Cost Nurber:	Product Category:	2													
Caper Caper       Ver.:     [Starper Cart Number     Stopping Cart Number	Smart Number:														
Verw: [Standard Verw] • Shopping Carl Number       Standard Verw] • Shopping Carl Number	Apply Clear														
Shopping Cart Number         Shopping Cart Number         Stem Number         Stem Number         Configurable item Number         Rem Name         Status         Created On         Guantity         Unit         Net Value         Currency         Total Number         Rem Status           200565755         FP Trying to ale ZSTD 0x002013 10.45         1         Approved         Status         Created On         Quantity         Unit         Net Value         Currency         Total Net Valu	View: [Standard View]	Shop   Display Edit Delete Creat	te Confirmation P	Vint Preview Refresh Expor	ta .									8	3
2000427532 PP Trying to ale ZSTD 08/002/013 10:45 1 Recycled Office Supplies Approved 08/02/2013 10:45:56 2 EA 200.00 USD 200.00 USD Edition-on Document Created	1 Shopping Cart Number	Shopping Cart Name	tem Number	Configurable Item Number	tem Name	Status	Created On	Quantity	Unit	Net Value	Currency	Total Net Value	Currency	item Status	
	2000487593	FP Trying to ake ZSTD 09/02/2013 10:45	1		Recycled Office Supplies	Approved	09/02/2013 10:45:56	2	EA	200.00	USD	200.00	USD	Follow-on Document Created	

3. Select "NIGP/Contract Search."

Submit Search			
			Options *
Shop in 3 steps: Step 1 (Select Goods/Service)			
A Previous (Nect #) [ Order ] [ Close			0.
le 2 3 4 Select Gooda/Service Shoping Carr (enpty) Complete and Onter			
Browse: For SCEIS shopping cart creation, click on the NIGP/Contract Search link or one of the Punch-Out Catalog links to shop	ON Shopping Carls and Templates Internal Goods/Services	Det Consultan SB Fastand Mills Fastand Mills Fastand Standard Bases Santard Bases	
Free Teal: <u>Describe what you need</u> if you cannot find it above			

4. In the next window, type in search criteria for "\*gummed paper\*" under the Contract Search

Tab. Then click <u>Submit Search</u>. This is to verify the item is or is not on contract. Always use "Contract Search" as your first option.

SCEIS The South Carolina Enterprise Information System Contract Search - 2010.02.25.0001
Enter a keyword to search by. Click on a contract link to view the contract and its items. Click the Selected tab to list your current selections.           Contract Search         NIGP Search         Selected
Submit Search Clear
Show current active contracts only: 🗹 Show minority businesses only: 🗌
Ever use a wildcard search? Click here for help.
No results found

5. If the description is not found using the "Contract" tab, use the "NIGP Search" tab. Enter "\*gummed paper\*" in the box "Search for commodities/services containing this keyword."

SCEIS The South Carolina Enterprise Information System NIGP Search											
Enter a keyword to search by. Select goods and services by clicking the checkboxes. For more detailed commodity/service descriptions, expand a commodity class in the search results by clicking the plus sign (+). Click the Selected tab to list your current selections.											
Contract Search NIGP Search Selected											
Search for commodities/services containing this keyword											
Ever use a <i>wildcard</i> search? <u>Click here for help.</u>											

6. Click Submit Search



7. Choose the appropriate 5 digit Material Group number (64547) from the search results by placing a check mark in the box by the correct Material Group.

SCEIS The South Carolina Enterprise Information System NIGP Search
Enter a keyword to search by. Select goods and services by clicking the checkboxes. For more detailed commodity/service descriptions, expand a commodity class in the search results by clicking the plus sign (+). Click the <b>Selected</b> tab to list your current selections.
Contract Search NIGP Search Selected
Search for commodities/services containing this keyword:       gummed paper*       Submit Search       New Search         Search for commodities/services with this NIGP Code:
Ever use a wildcard search? Click here for help.
One Product found.
64547 - PAPER (FOR OFFICE AND PRINT SHOP USE): Gummed Paper (Including Recycled)
Cancel Process Punch-out to SRM

8. Click Punch-out to SRM . This will bring you back to the Shopping Cart in SRM.

## Shop in Three Steps: Step 2 Shopping Cart (1 item)

9. Enter Quantity (1), Net Price/Limit (\$55.00), Delivery Date (Current Date + 1 week), change the Account Assignment Type to Cost Center and add your agency "Account Assignment Number". **ENTER.** 

Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Per	Order Type	Delivery Date	Notes	Attachments	Account Assignment Type	Account Assignment Number
Gummed Paper (Including Recycled)	1	EA	55.00	USD		1		10/14/2013	<u>0</u>	<u>0</u>	Cost Center 🔹 🔻	N040421010



Click on the "Details" button found under the "Items in Shopping Cart" (shown below)

Items in	Shoppin	ng Cart														
Details	Add Ite	em Copy	Paste Du	plicate Delete												
Line	Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Per	Order Type	Delivery Date	Notes	Attache
	1	Material		Gummed Paper (Including Recycled)	64547	Gummed Paper (Including Recycled)	1 EA 55		55.00		1		10/11/2013	0	0	

10. Complete and verify the *Item Data section.* 

- a) You may need to update the Description Field to reflect what you are purchasing. In this example, change to *Gummed Paper (including Recycled), RED.*
- b) Verify the Purchasing Group, Company Code SC01, Quantity (1), Price Currency (55.00), Price Unit (1), Tax/Amount (I1 A/P Sales Tax), your agency's Location/Plant, Storage Location, Goods Recipient (your name) and Delivery Date.

Shop in 3 steps: Step 2 (Shopping Cart (1 item))	
Previous Next      I Order   Close Save Check	
U Line 1: Funded Program N040421010 does not exist in FM area SC01	
Une 1: Error in account assignment for item 1	
Palat Code (Series Sharping Cot (1 item) Complete and Order	
Select Goods/Selvice Shopping Cart (Them) Complete and Order	
Item Type: Material	Order Quantity / Unit
Den initiation Command Descardanting Descarded)	
Description: " Gummed Paper (including Recycled)	Ordered Quantity / Unit: 0:000
Product Category: 64547 Gummed Paper (Including Recycled)	Open Quantity / Unit: 1 EA
Order as Direct Material:	Price / Currency: 55.00 USD Price Unit 1
Organization	
Purchasing Group: Comptroller General Office	Not Separately Priced:
Company Code: SC01 1 State of South Carolina	Incremental Funding Active:
	Goods Receipt:
Supplier Product Number:	Invoice Receipt:
Subcontracting:	Tax / Amount: IT:A/P Sales Tax
	Service master record. Display
	Service and Delivery
	Incoterm Key/ Location:
	Location / Plant: 10088 👩 State Board for Tech & Comprehensive Ed
	Unloading Point:
	Storage Location: 0001
	Goods Recipient: 10522
	Delivery Priority: 00
	Delivery Date: 10/14/2013

• Note: Disregard any funding error messages. They should disappear as the Shopping Cart is completed.



11. Under the Account Assignment Tab, The General Ledger Account and the General Ledger Description are mapped to the Product Category (NIGP) number and are defaulted. Enter the cost center number in the "Assign Number" field. Press the "Enter" key on your keyboard. The Business area field will automatically populate.

Shop in 3 steps: Step 2 (Shopping Cart (1 item))	
Previous Next      Order Close Save Check	<u>0</u> .
Line 1: Funded Program U120E4M201 does not exist in FM area SC01     Line 1: Error in account assignment for item 1	^
Line 1: You are not allowed to enter a tax jurisdiction code for country US	
Image: Select Goods/Service         Shopping Cart (1 item)         Complete and Order	
Items in Shopping Cart	
Details Add item Copy Paste Dupicate Delete	Fiter Se
1 Line Number Rem Type Product D Description Product Category Product Category Description Quantity Unit Net Price / Limit Currency Option Type	e Per Order Type Delivery Date Notes Attachments Account Assignment Type Account Assignment Number Iten Status Su
<u>1</u> Material Snow Plows. Motorized 76560 Snow Plows Motorized 1 EA 900.00 USD	1 09/24/2013 0 0 Cost Center U120E4M201 No
	Total Value 900.00
	Tax amount 72.00 Total Val. (Gross) 972.00
	Loter Lett (Grade)
Details for item 1 Snow Plows, Motorized	
tem Data Account Assignment Notes and Attachments Delivery Address/Performance Location Sources of Supply / Service Agents	Approval Process Overview Subcontracting
You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres	
Cost Distribution Percentage 💌 Details Add Line Copy Paste Duplicate Delete Split Distribution Change All tems	Fiter Setti
Number Accounting Line Number Percentage Account Assignment Category Assign Number Account Assignment Description	General Ledger Account General Ledger Description Business Area U funded Accounting Line
0001 100.00 Cost Center V120E4M201 Fairfield Maint	030010000 OFFICE SUPPLES U120 [

- 12. Complete the Cost Assignment Section by clicking "Details." The "Details" button is located directly below the Account Assignment Tab (highlighted below).
- Note the Cost Center and G/L are carried over to this screen and the Fund Center and Commitment Item have populated. Enter your agency's Fund, Functional Area and use "Not Relevant" as the Grant.

Details for i	item 1 Gummed Paper (Including R	ecycled)					
Item Data	Account Assignment Not	es and Attachments	Delivery Address/Performance Loc	ation Sources of S	upply / Service Agents Approval Pro	cess Overview User-Specified St	atus Subcontracting Ta
You can see who	bears the costs and, if necessary,	you can distribute the cos	t to several cost centres				
Cost Distribution	Percentage	Line Copy Paste D	uplicate Delete Split Distribu	tion Change All Items			
Number	Accounting Line Number	Percentage Acc	ount Assignment Category	Assign Number	Account Assignment Description	General Ledger Account	General Ledger Description
0001		100.00 Cost	Center	N040421010	Facilities Maintenan	5030010000	OFFICE SUPPLIES
Details for Item (	0001 : Cost Center						
Basic Data			Percentage: * 100.00		Fund: 10010000	٥	
Account Assignme	ent Category: Cost Center 💌				Commitment Item: 5030010000	OFFICE SUPPLIES	
Co	ost Center: * N040421010	🗇 Facilities Maintenan		Unfun	led Accounting Line:		
	Fund Center: N040421010	đ					
	Order	đ					
	Grant: NOT RELEVANT	đ					
Fun	nctional Area: n040_M241	đ					
Corr	stralling Area: SC01						
Cui		-					
General Led	Iger Account: 5030010000						
Bu	Isiness Area: 11040						



Check

- 14. Click at top of screen to check for any Account Assignment errors.
- 15. Complete **Notes and Attachments** Section. Enter "**Please call prior to delivery**" in the "Notes" Section, Category: **Vendor Text**. NOTE: "Vendor Text" is a note to the vendor that will print on the Purchase Order.

Note: An attachment may be added in the "Attachments" section.

Previous Next		~ (0110)	ping Cart (1 item))							
	Order	Close	Save Check							
Select Goo	ods/Service	Shoppin	2 3 ng Cart (1 item) Complete and Order							
Items in Shoppi	ing Cart									
Details Add It	em Copy	Paste Dup	licate Delete							
E Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity U	it Net Price / Limit	Currency Option Type	Per Order Type	Delivery Date
· 1	Material		Gummed Paper (Including Recycled), RED	64547	Gummed Paper (Including Recycled)	1 EA	55.00	USD	1	10/14/2013
and the second se		and the second se								
Item Data	Accou	med Paper ( nt Assignmer	Including Recycled), RED	elivery Address/Perf	armance Location Sources of Sourc	Supply / Servic	e Agents Ap	proval Process Overview	User-Specifie	d Status
Details for Item Data      Notes	r item 1 Gum Accour	med Paper ( nt Assignmer	Including Recycled), RED It Notes and Attachments	elivery Address/Perf	ormance Location Sources of	Supply / Servic	e Agents Ap	proval Process Overview	User-Specifie	d Status
Details for Item Data     Notes     Clear	r item 1 Gum	med Paper ( nt Assignmer	Including Recycled), RED at Notes and Attachments D	elivery Address/Perf	ormance Location Sources of S	Supply / Servic	e Agents Ap	proval Process Overview	User-Specifie	d Status
Details for Item Data     Notes     Clear     Category	r item 1 Gum	med Paper ( nt Assignmer	Including Recycled), RED at Notes and Attachments D	elivery Address/Perl	ormance Location Sources of Sources of Sources	Supply / Servic	e Agents Ap	proval Process Overview	User-Specifie	d Status
Details for Item Data      Notes      Clear      Concept	r item 1 Gum	med Paper ( nt Assignmer	Including Recycled), RED at Notes and Attachments D	elivery Address/Perf	armunce Location Sources of Sourc	Supply / Servic	e Agents Ap	proval Process Overview	User-Specifie	d Status
Details for Item Data      Tem Data      Clear      Centre Control      Contro      Control      Contro      Control      Contro      Control	te	med Paper (	Including Recycled), RED at Notes and Attachments D	elivery Address/Perf	ormance Location Sources of 3 Description Please call prior to delivery -Empty-	Supply / Servic	e Agents Ap	proval Process Overview	User-Specifie	d Status
Notes     Clear     Vender Tex     Internal Not	t item 1 Gum	med Paper (	Including Recycled), RED	elivery Address/Perf	ormance Location Sources of 3 Description Please call prior to delivery -Empty-	Supply / Servic	e Agents Ap	proval Process Overview	User-Specifie	d Status
Details for Item Data     Item Data     Notes     Clear     Concept     Vendor Tex     Internal Not     Attachments	t item 1 Gum	med Paper (	Including Recycled), RED	elwery Address/Perf	ormance Location Sources of 3 Description Please call prior to delivery -Empty-	Supply / Servic	e Agents Ap	proval Process Overview	User-Specifie	d Status
Details for Item Data     Notes     Clear     Vendor Tex     Internal Not     Attachments     Add Attachment	r item 1 Gum Accour at te ent Edit Der	med Paper ( nt Assignmen scription   Ve	Including Recycled), RED	elivery Address/Perf	armance Location Sources of 3 Description Please call prior to delivery -Empty-	Supply / Servic	e Agents Y Ap	proval Process Overview	User-Specifie	d Status

16. Verify the *Delivery Address/Performance Location* is correct. This information defaults from your User ID.





17. Complete "*Sources of Supply/Service Agents*" Tab. Click the Preferred Supplier dropdown to select your vendor from the "Search Criteria."

hop in 3	steps: Step	2 (Shopping Cart (1 item))															
Previous	Next 💽   Orde	Close Save Check															Q
l <b>¢</b> Sele	1 ct Goods/Service	2 Shopping Cart (1 item) Complete	and Order														
Items in SI	hopping Cart																
Details	Add Item Copy	Paste Duplicate Delete															
1 Line Nu	mber. Item Type	Product ID Description	Product Category	Prod	fuct Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Per	Order Type	Delive	ry Date	Notes	Attachments	Accou
. 1	Material	Gummed Paper illnckuding Recycl	ed) 64547	Gum	med Paper (Including Recycled)	1	EA	55.00	USD		1		10/14/	2013	Q	Q	Cost C
No supplier	r has been assigne	d; select and assign one of the following sources	of supply				,										
Sources	of Supply	es Suppliare															
En Sunn	öuppiler Compa	Supplier Name	Contract	Item	Contract Item Description	8	unnlier F	Product Number		Net Price	Cu	mency	Per	Unit	In Sur	nlier List	Pr
70000	033249	UNISOURCE		0			oppinerr			0.00		in the second se	0	EA	Yes	pint con	0
7000	113471	QUIKPRINT OF ORANGEBURG		0						0.00			0	EA	Yes		0
V		experience the producting dependences															
Preferred S	upplier:	Supplier Master	Record: Display														
Suppliar		Assian Supplier															
Subbuer.																	

18. Enter the vendor name in the Name 1/last name field. In this example, enter "**MID CAROLINA\*.**" Uncheck the "Restrict Number of Value List Entries" and click Start Search



19. Highlight the chosen Supplier by clicking on the box to the far left of the supplier. In this scenario we used Vendor number 7000025857.

All Values: Preferre	d Vendor											6
Search Criteria										Personal Value List	Settings H	lide Search Criteria
Business Partner: Search Chierra Search term 1: Search term 2: Search term 2: Search term 2: E-Mail Address: DUNS: Credder: Logical System: Industry sector: PCarl co. Purch: Organization: Porth: Org. ID: Country Kay: Begion: Portal Code: City: Street: Building Code: Micro Company: Term Liability:	Imp caroundar       Imp caroundar		* * * * * * * * * * * * * * * * * * * *							Personal Value List 5	Jettings F	ide Search Ontene
Restrict Number of	/Value List Entries To	500										
Results List 25 room	de found for Proferre d Sur	lier										
Results List: 25 rest	ins round for Preferred Supp	piler										
BusinessP	Name	Name 2		Country	R0	Postal C	City	Street	Building Code	Purch. Organization	DUNS	Creditor
7000008292	MID CAROLINA LANDSC	AP		US	SC	29212	COLUMBIA	GLENRIDGE RD		SCEIS PURCHASING ORG		7000008292
7000014305	MID CAROLINA INTERNA	4		US	SC	29036	CHAPIN	COLUMBIA AVE STE D		SCEIS PURCHASING ORG		7000014305
7000016498	MID CAROLINA PEDORT	HI		US	SC	29541	EFFINGHAM	LEBANON ROAD		SCEIS PURCHASING ORG		/000016498
1000025857	MID CAROLINA OFFICE	EU		US	SC	29115	URANGEBURG	BROUGHTON ST		SUEIS PURCHASING ORG		/000025857
7000027026	MID CAROLINA MARINE	INC		0S	SC	29169	W COLUMBIA	SUNSET BLVD		SCEIS PURCHASING ORG		7000027026
												OK Cancel





Note: The Supplier you have chosen is now listed as your "Preferred Supplier."

		- 2 (Changing Cont (4 /here))											
Prev	ious Next F Orde	Close Save Check											Ð
Line	1: You are not allowed to	o enter a tax jurisdiction code for country US											
I <b>+</b>	1 Select Goods/Service	2 Shopping Cart (1 item) Complet	3 e and Order										
10 L	ine Number Item Type	Product ID Description	Product Cate	ory Pro	oduct Category Description	Quantity Unit	Net Price / Limit Cu	rency Option Type	Per Order Ty	pe Deliv	ery Date	Notes Attachmen	ts Accor
	• <u>1</u> Material	Gummed Paper (Including Rec	vcled) 64547	Gu	ummed Paper (Including Recycled)	1 EA	55.00 US	)	1	10/14	2013	0 0	Cost C
<b>ح</b> ک	Details for item 1 Gun	mmed Paper (Including Recycled)	s Delivery Ad	dress/Pe	rformance Location	is of Supply / Se	rvice Agents A	normal Process Over	new V Use	r-Specified	Status	Subcontractin	n Ta
No s	Details for item 1 Gun Item Data Acco upplier has been assigne purces of Supply	mmed Paper (Including Recycled) unt Assignment Notes and Attachment id; select and assign one of the following sourc	s Delivery Ad	dress/Per	nformance Location 🦯 Source	is of Supply / Se	rvice Agents A	oproval Process Over	view Use	r-Specified	l Status	Subcontractin	9 T
No s	Details for item 1 Gun Item Data Acco upplier has been assigne purces of Supply Assign Supplier Compa	mmed Paper (Including Recycled) unt Assignment Notes and Attachment id; select and assign one of the following source suppliers	s Delivery Ad	dress/Per	nformance Location	is of Supply / Se	rvice Agents A	oproval Process Over	view Use	r-Specified	Status	Subcontractin	9 T
No s	Details for item 1 Gun Item Data Acco upplier has been assigne surces of Supply Assign Supplier Number Topogoazie	nmed Paper (Including Recycled) unt Assignment Notes and Attachment id; select and assign one of the following source re Suppliers Supplier Name Unterpret	s Delivery Ad es of supply Contract	dress/Per	rformance Location Source	is of Supply / Se Supplier	rvice Agents A	pproval Process Over	view Use	Per	Unit	Subcontractin	g T
No s	Details for item 1 Gun Item Data Acco upplier has been assigne purces of Supply Assign Supplier Compa Supplier Number 700013249 7000113471	Inmed Paper (Including Recycled) Unt Assignment Notes and Attachment Id; select and assign one of the following sourc re Suppliers Supplier Name UNISOURCE OUNPRINT OF ORANGEBURG	s Delivery Ad es of supply Contract	dress/Per Item 0 0	rformance Location Source	is of Supply / Se Supplier	rvice Agents A	Net Price 0.00 0.00	view Use	Per 0	Unit EA EA	Subcontractin In Supplier List Yes Yes	9 T Pr 0 0
No s	Details for item 1 Gun Item Data Acco upplier has been assigne surces of Supply Assign Supplier Number 7000013249 7000113471	Inmed Paper (Including Recycled) Unt Assignment Notes and Attachment Id; select and assign one of the following sourc re Suppliers Supplier Name UNSOURCE QUIKPRINT OF ORANGEBURG	s Delivery Act	dress/Per	nformance Location Source	s of Supply / Se	rvice Agents A	Net Price 0.00 0.00	view Use	Per 0 0	Unit EA EA	Subcontractin In Supplier List Yes Yes	9 T Pr 0 0
No s	Details for item 1 Gun Item Data Acco upplier has been assigne supplier has been assigne Supplier Number 700033249 700013471	Inmed Paper (Including Recycled) Unt Assignment Notes and Attachment Id; select and assign one of the following source re Suppliers Supplier Name UNISOURCE QUIKPRINT OF ORANGEBURG	s Delivery Ad es of supply Contract	dress/Per	rformance Location Source	s of Supply / Se	rvice Agents A	Net Price 0.00	view Use	Per 0	Unit EA EA	Subcontractin In Supplier List Yes Yes	9 T Pr 0 0
No s	Details for item 1 Gun Item Data Acco upplier has been assigne surces of Suppler Supplier Number 7000033249 7000113471	Inmed Paper (Including Recycled) unt Assignment Notes and Attachment id; select and assign one of the following source re Supplers Suppler Name UNISOURCE QUIKPRINT OF ORANGEBURG	s Delivery Ad	dress/Per Rem 0 0	formance Location Source	s of Supply / Se	rvice Agents A	Net Process Over	view Use	Per 0 0	Unit EA EA	Subcontractin In Supplier List Yes	9 Ti Pri 0
No s	Details for item 1 Gun Item Data Acco upplier has been assigne purces of Supply Assign Supplier    Compa Supplier Number 7000033249 7000113471	Inmed Paper (Including Recycled) unt Assignment Notes and Attachment id; select and assign one of the following source re Suppliers Supplier Name UNISOURCE QUIKPRINT OF ORAINGEBURG	s Delivery Ad	dress/Per Rem 0 0	rformance Location Source	s of Supply / Se	rvice Agents A	Net Process Over	view Use	Per 0 0	Unit EA EA	Subcontractin In Supplier List Yes	9 T Pr 0 0
No s	Details for item 1 Gun Item Data Acco upplier has been assigne surces of Supply Supplier Number 700003249 700013471	Internet Paper (Including Recycled) Unit Assignment Notes and Attachment Id; select and assign one of the following source Including Name UNISOURCE QUIKPRINT OF ORAINGEBURG Supplier to the purchasing department	s Delivery Ad	Rem 0 0	rformance Location Source	Suppler	rvice Agents Y A	Net Process Over	Gurrency	r-Specified Per 0	Unit EA EA	Subcontractin In Supplier List Yes Yes	g Ti Pri 0
No s Sc	Details for item 1 Gun Item Data Acco upplier has been assigne surces of Supply supplier Number 7000033249 7000013471 may suggest a preferred unred Supplier.	International Action of the following source of the fo	a Delivery Ad	Item 0 0	rformance Location Source	s of Supply / Se	rvice Agents Y A	Net Price 0.00 0.00	view Use	Per 0	Unit EA EA	Subcontractin In Supplier List Yes Yes	g Ti Pri 0 0

21. Proceed to the "*Approval Process Overview*" Tab. Note the "Process Step." This Shopping Cart Creator has approval authority under \$2500. The example in this scenario is under \$2500, thus is automatically approved.

Shop in 3 steps: Step 2 (Shopping Cart (1 item))					
Previous Next P   Order   Close Save Check					0
Line 1: You are not allowed to enter a tax jurisdiction code for country US					
1     Select Goods/Service Shopping Cart (1 Item) Complete and Order					
Details for item 1 Gummed Paper (Including Recycled)					
Item Data Account Assignment Notes and Attachments Delivery Addre	ss/Performance Location So	urces of Supply / Service Agents	Approval Process Overview	User-Specified Status	Subcontracting
Current Status Initial					
Current Process Step:					
Currently Processed By:					
Follow Up: UWork Item to Requester at Process End					
Header Item					
Header Approval Status					
Add Approver Replace Approver					0
sequence				Automatic Approval	Onen (No Dec
				- anomalic Approva	open pro Dec



Click Check at the top of the screen to verify all information is correct. Once all is "green," click on the Next P button also located at the top of the screen. This takes you to "Shop in 3 steps: Step 3 (Complete and Order) screen."

- 22. Name your Shopping Cart.
- 23. Once the Shopping Cart has been named, click the button found at the top of the screen.

ine 1: You are not allo	owed to enter a tax jur	risdiction code for o	country US	
1		2	3	
Select Goods/S	ervice Shoppir	ng Cart (1 item)	Complete and Ord	ler
	Ourse d David DE	D		
ame of shopping cart:	Gummed Paper,REI	D		
Approval Process	Display / Edit Agents	s		
ader Approval Note:		-		
Budget:	Display			



You have successfully created a Shopping Cart! Note the Shopping Cart Number at top of screen.

Sho	p in 3 ste	ps												
🔽 L	Ime 1: You are not allowed to enter a tax jurisdiction solution pointry US         Shopping cart "Gummed Paper, RED" with number 200061502-													
It It	ems in Shoppi	ng Cart	Deadarat ID	Description	Desident Onternet	Budiet Orteres Description	Quantita	11-2	Not Drive (11mb)	0	Online Trees	Dee	Order Trees	Delivery Data
10	Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Per	Order Type	Delivery Date
		wateria		Gunnied Paper (including Recycled)	04047	Gunned Paper (including Recycled)		LA	55.00	030				10/14/2015
Wb	at do vou want	to do nexť	>											
You	winat do you wain to do next? You can now joint this shoring and or continue shoring													
Prin	t Preview													
Sho	p Again													

Enter Shopping Cart Number: \_\_\_\_\_