**Order/Requisition Instructions**

Once you have placed items in your shopping cart from Punch-outs, hosted catalogs or non-catalog items, continue to complete your order as necessary.

1. Give the cart a name by entering it in the **Cart Name** text box and click **Save**. Then click the **Proceed to Checkout**

   Note: Renaming your cart is not required, but naming the cart according to what you are purchasing might be helpful.

2. At this point you can:
   - Add one or more line item in the cart to your Favorites. Select **Add to Favorites** from ‘For selected line items’ dropdown and click **Go** (See **Favorites** Instructions).
   - Remove an item from the cart by 1. Clicking the **Select** checkbox next to the item you want to remove 2. Select **Remove Selected Items** from the ‘For selected line items’ dropdown and 3. Clicking **Go**.
- Remove all items from the order by selecting **Remove All Items** from the dropdown.
- Move the order to another cart by 1. clicking the **Select** checkbox next to the item(s) you want to move 2. select **Move to Another Cart** from the ‘For selected line items’ dropdown and 3. clicking **Go**.

![Diagram showing steps to remove all items and move order to another cart]

- The item(s) are now part of another draft cart and no longer part of the active cart.

![Diagram showing the draft cart interface]

- Add to Draft Cart or Pending PR/PO by 1. clicking the **Select** checkbox next to the item(s) you want to add to another cart 2. select **Add to Draft Cart or Pending PR/PO** from the ‘For selected line items’ dropdown and 3. clicking **Go**.

![Diagram showing steps to add items to a draft cart]

- ![Diagram showing the draft cart interface]
- Select the cart where you want to add the item(s) and click Add to Draft Cart of Pending PR/PO.

3. Click Proceed to Checkout to review the order detail information and edit as necessary.
• Notice the required fields listed. This information must be provided before the order/requisition can be processed.

4. You can edit the information by clicking the edit button in each section.

Note: Default indexes can be applied in your profile (see Adding/Defaulting Index Funds instructions). You should not set up a default Account code, unless you are a PCard only user, as each purchase is different and failure to change may result in a change order.

5. Click the PR Approvals tab to see the workflow of this order.
• Notice that the order/requisition will flow through Banner for verification of availability of funds and then through Purchasing for review before a PO is created.

• You can also click on the History tab to view information on the history of this order/requisition.

6. Click **Place Order** to order the items in your shopping cart or **Assign Cart** to assign the cart to another person (See **Assigning Carts** instructions).
Once the order is placed, you receive **Requisition Information**.

The requisition is listed in ‘my requisitions’ with a pending (circular blue double arrows) status until the requisition is turned into a PO.