E-Procurement System Tutorial

Copying Carts

E-Procurement is an online system which allows the user to purchase products/services from vendors.

Copying Carts:

This allows the user to copy a requisition to a new cart which has already been approved. The user is allowed to add additional items or remove items once the copying process is complete.

- Click the shopping cart on the left side toolbar
- > Click My Carts and Orders
- Click View My Orders (Last 90 Days)

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	Shop		Alt + P					
	Shopping My Carts and Orders	My Carts and Orders Open My Active Shopping Cart View Draft Shopping Carts View My Orders (Last 90 Days)		Browse: suppliers Vendor Managemen System	categories chemicals			?
	Daniels	Sharpsmart provides pickup and for regulated medical waste	Showcase Services					?

> Click the requisition number of the order you want to copy to the cart

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	📜 Shop $ ightarrow$ My Carts and Orders $ ightarrow$ Vie	ew My Orders (Last 90 Days) 🔻	 Document Sea 	arch			
	start new search	Showing 1 - 2 of 2	results	Last 90 day	s (9/7/2013-12/5/2013)		
	Search Terms	Results per page 20	~	Sort by: Best r	natch 🗸		🔳 Page 1 of 1 🖹 📍
	Prepared For		Complete (a)	Description Manage			
		Requisition No.	Supplier(s)	Requisition Name	Requisitioner	Requisition Date/Time	Requisition Total
	John Test	2 1065354	Julian T Lee Staples	2013-12-02 jtest0000 01	John Test	12/2/2013 2:40 PM	106.65 USD

- > Click the Available Actions drop-down menu and select Copy to New Cart
- > Click Go.

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È	🕘 Orders & Do	cuments $ ightarrow$ Document Search $ ightarrow$ S	earch Documents 🗢	Summary - Requisition	94643					
	• Return to Search Results			•	2 of 2 results Requisit Add Comment					
	Requisition PR Approvals PO Preview Comments Attachments History				Available Action: Copy to New Cart Go					
	Summary	Ship To Bill To FOAP	AL Values Suppli	ier Info					🖨 ?	
	Hide header								Hide value descriptions	
		General	?	Ir	nterna	Info	?	Supplier Info		
	Cart Name Priority Description Prepared by	2006-10-10 JTES Normal <i>no value</i> John Test	T0000 01	Internal Note Internal Attachments			Note to all Supplier Accounting Date Attachments for all	s no note no value suppliers		
		Ship	То		?		Bill To		?	
	Ship To Attention to: +1 (914) 111- jtest0000@pa TEAD HOUSE 235 ELM ROA TED BRIARCLIFF M United States	2222@ ce.edu D IANOR, NY 10510				Bill To Pace University Accounts Payable Departme PO Box 2500 Briarcliff Manor, NY 10510-0 United States	nt 352		View/edit by line item	
	Delivery Option Expedite Ship Via Delivery Date	ons X Be	st Carrier-Best Way value							

- The requisition has been copied to the cart.
 Proceed to Checkout or Continue Shopping

ñ	UNIVERSITY e-Procurement Marketplace (Test Site) Work toward greatness.	John Test 🔻 🛛 📩	Action Items Noti	fications 🗎 📜	45.44 USD Q
Ë	🐂 Shop 〉 My Carts and Orders 👌 Open My Active Shopping Cart 🗢 👌 Cart - 1067141 - Future Requisition				
	Shopping Cart for John Test	Continue Shopping	11	tem(s) for a tota	I of 45.44 USD
	Name this cart: 2013-12-05 jtest0000 02		Proceed to Che	or	Assign Cart
	Have you made changes? Update	Empty cart P	erform an action on (0 ite	ems selected)	• Select All
	STAPLES Staples more info				
	You cannot access this item(s)on the supplier's punch-out site because it did not originate from a punch-out session. W	What does this mean?			
	Line(s): 1				
	Product Description		Unit Price	Quantity	Total 🗌
	Item added on Dec 5, 2013 Ziploc Double-Zipper Bags, 1 Gallon, 1 3/4 mil., Clear, 11 H x 10 1/2 W, 250/Ct	÷ 0-	45.44 usd CT	1	45.44 USD 🗆
	Remove Part Number 458110			Update	
	Manufacturer Info 94602 - (Diversey, Inc.)				
					view cart history