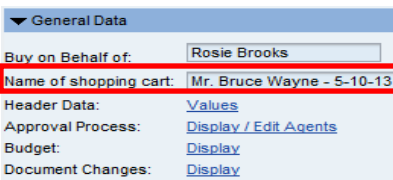


Use this job aid to create and submit a shopping cart. Additional job aids are available for product category codes/approval workflow, and accounting lines.

1. Click on "Create Shopping Cart" link

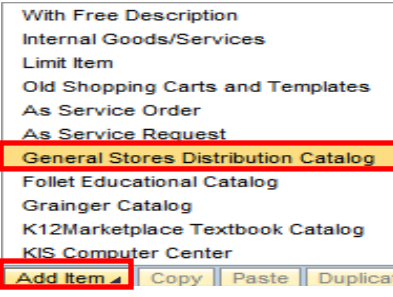


2. Rename "Shopping Cart"



3. Click "Add Item" and select a Catalog

a. (Ex: General Stores)

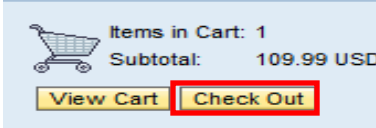


4. Search for the item

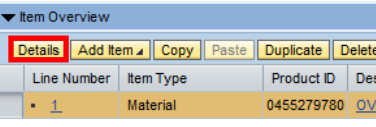
- Check the Box
- Change the Quantity
- Click "Add to Cart" button



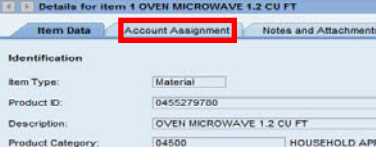
5. Click "Checkout" button



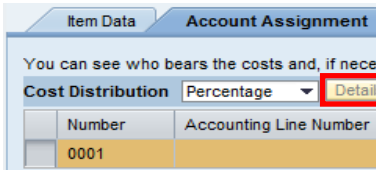
6. Click the "Details" button



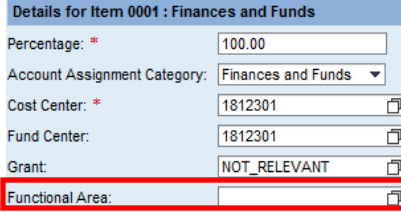
7. Click on "Account Assignment" tab



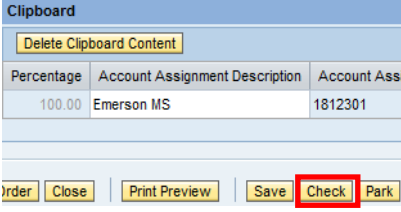
8. Click the "Details" button



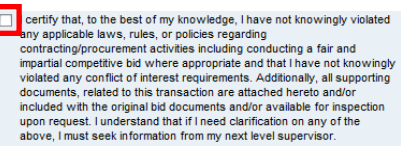
9. Enter the "Functional Area"



10. Click the "Check" button



11. Click the Check box for the Certification



12. Click the "Order" button

