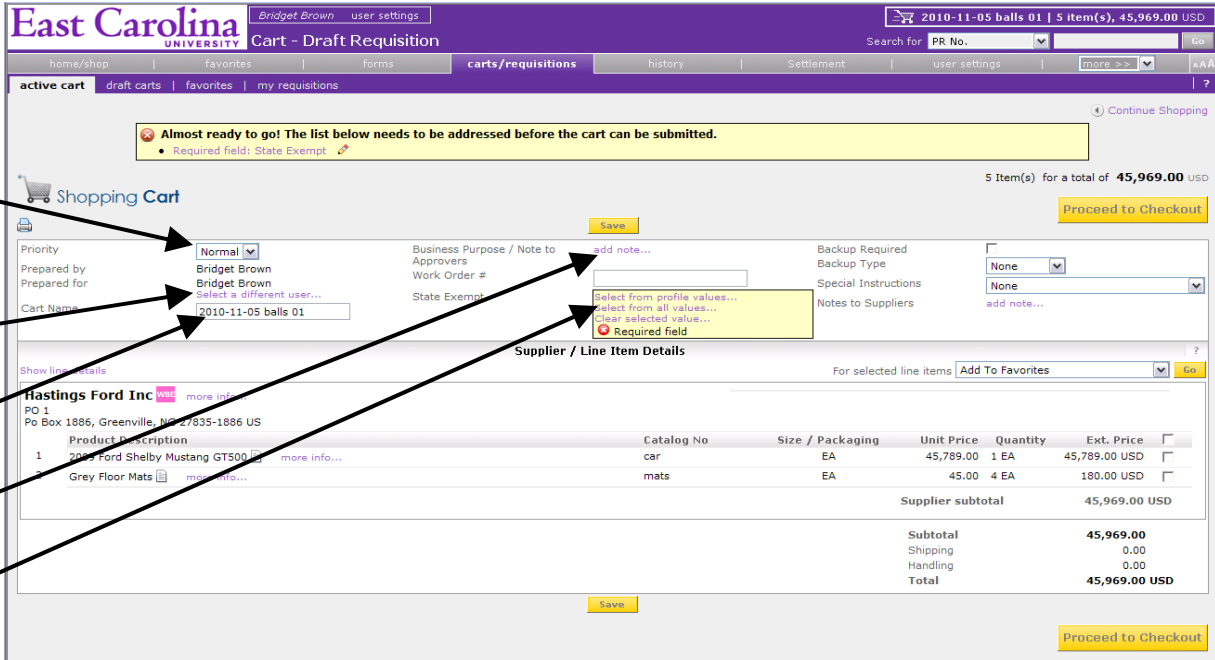


# EDIT CART HEADER

Last Updated on: 11/8/2010



1.

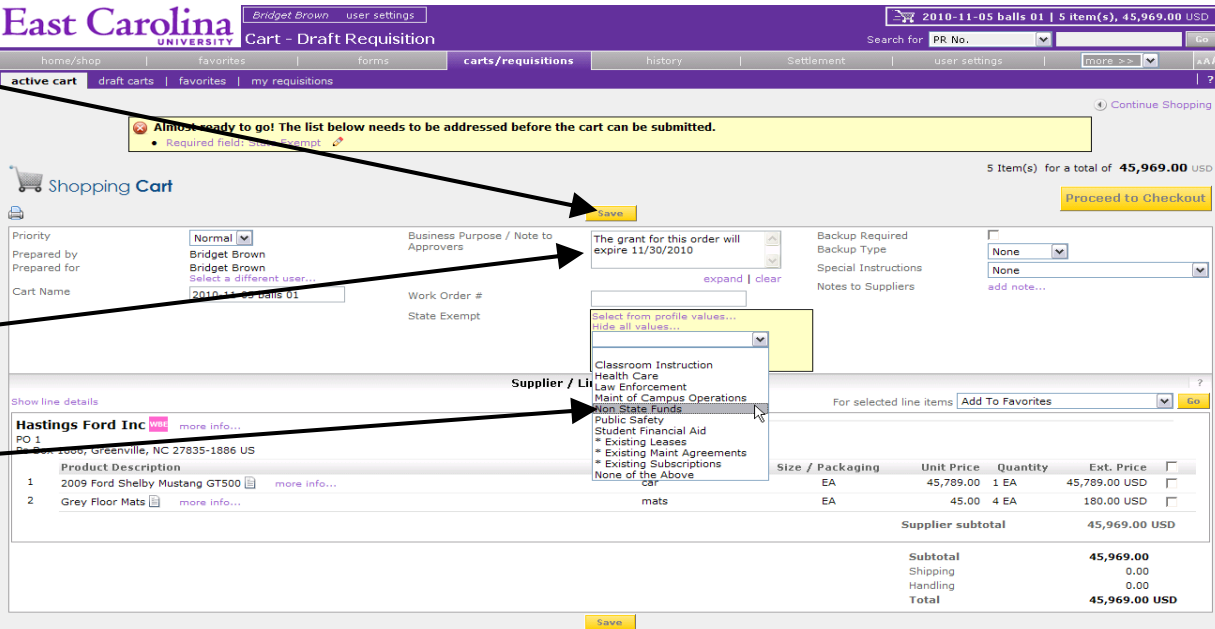
2.

3.

4.

5.

1. Select the appropriate **Priority** for the requisitions: either **Normal** or **Urgent**. **Note:** **Normal** indicates that the requisition will be processed into a PO by MM within 2 days. **Urgent** indicates that the requisition will be processed into a PO by MM within 1 day.
2. If you are creating a requisition for another PORT Standard Requisitioner to track, click on **Select a different user**. This feature is used rarely since you usually need to track your own requisitions. If you are submitting a requisition for another user to track, see steps 14 – 18.
3. **Optional:** Type in a meaningful name for the requisition to track it by in your history.
4. Click the **add note...** link for **Business Purpose/Note to Approvers** if appropriate.
5. Click **select from all values...** for State Exempt field.



8.

6.

7.

6. Enter your note to your approvers and/or Materials Management. This is for internal notes **ONLY**. Notes will initially display 100 characters but will hold a total 1,000 characters.
7. Select the appropriate **State Exempt** category for your order.
8. Click on the **Save** button.

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9. Select the **Backup Required** check box to indicate that the supplier will require backup with the PO.

10. Select the appropriate option for **Backup Type**: Both, Electronic, Mail to MM, or None.

11. Select the appropriate option for **Special Instructions**: Direct Payment, Check Attached, Hold Vendor Copy for Dept Pickup, Confirming Order - Do Not Send, Confirming Order – Do Not Duplicate, or None.

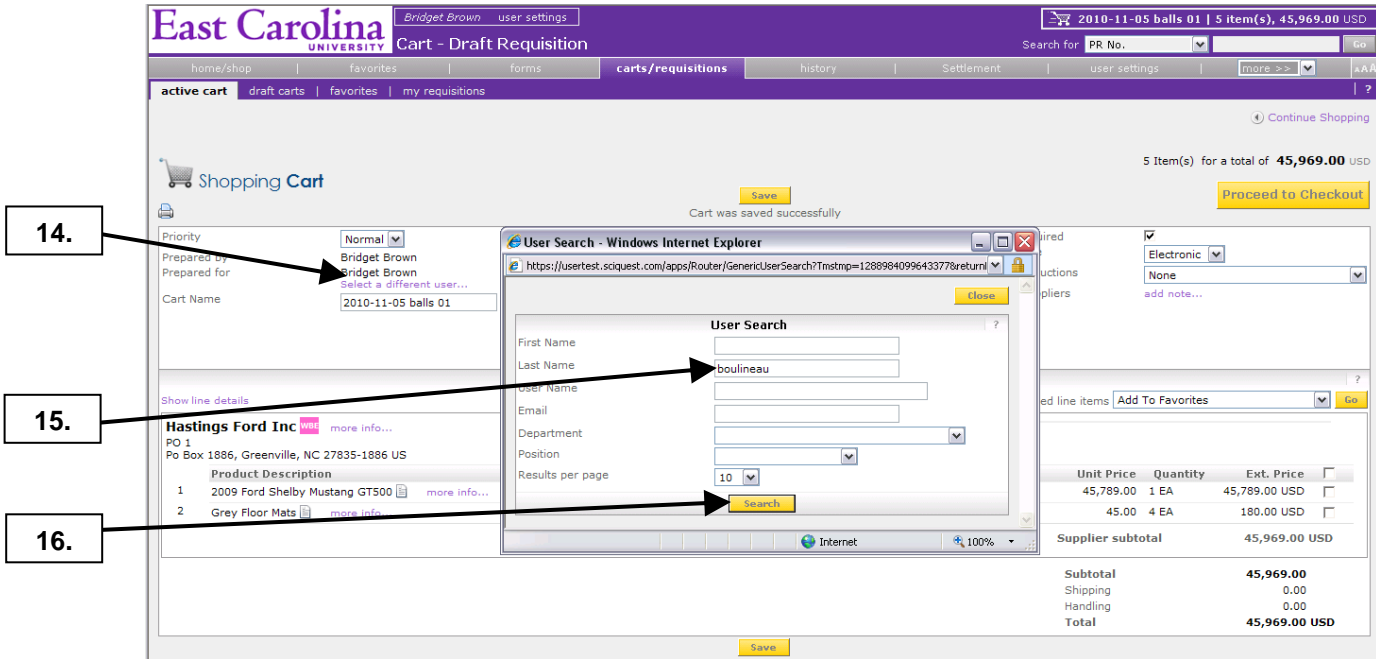
**Note:** For Direct Payment invoices or signed contracts, you must select **Mailed to MM** or **Both** for **Backup Type** and Direct Payment for **Special Instructions**.

12. Repeat steps 4 to complete **Notes to Suppliers**.

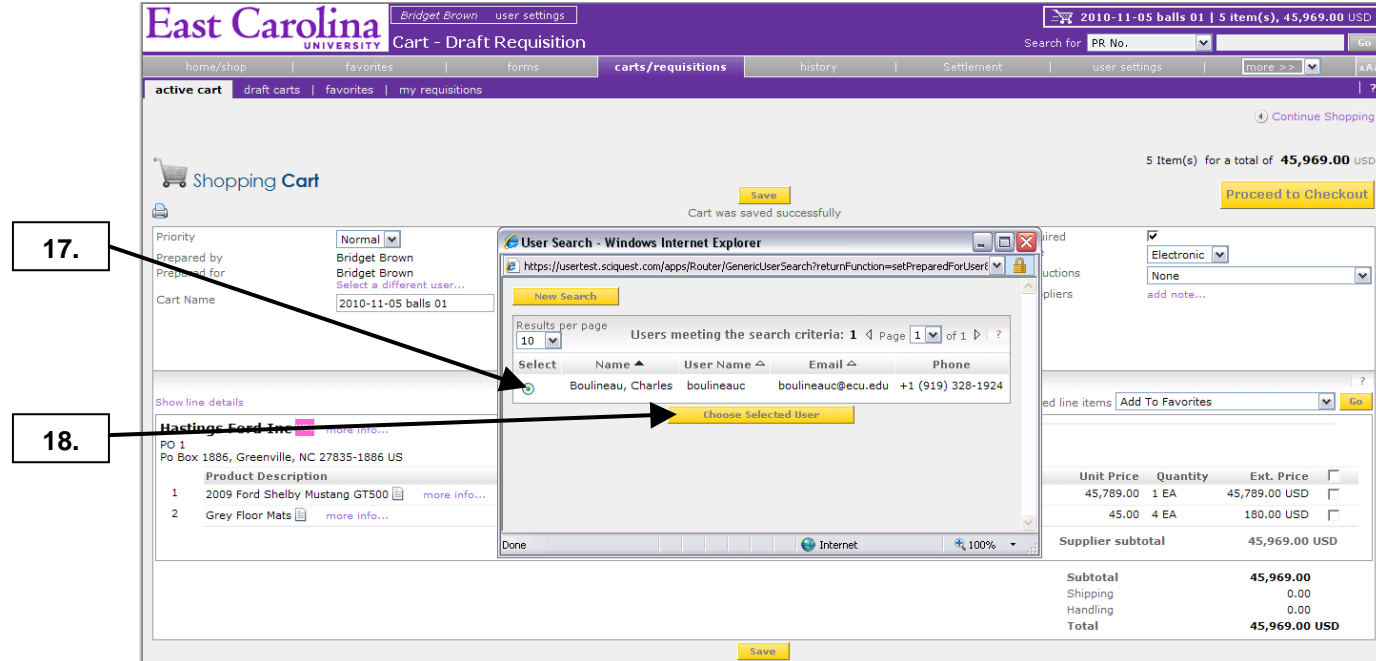
13. Click the **Save** button to save all your Header changes. See the **Edit Cart Items** procedure to continue the review process. **Steps 14 – 18** take you through the process of preparing a requisition for another requisitioner.

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- 14. To prepare a requisition for another PORT end-user, click on **Select a different user...** If you do not need to complete the requisition for another PORT user, you can continue the review process by going to the **Edit Cart Items** procedure.
- 15. In the **User Search** pop-up, type the PORT standard requisitioner's **Last Name**.
- 16. Click the **Search** button.



- 17. Select the **Radio** button beside the user's name.
- 18. Click on the **Choose Selected User** button.

# EDIT CART HEADER

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East Carolina UNIVERSITY *Bridget Brown* user settings 2010-11-05 balls 01 | 5 item(s), 45,969.00 USD

Cart - Draft Requisition Search for PR No.  Go

home/shop | favorites | forms | **carts/requisitions** | history | Settlement | user settings | more >> | AAA

active cart | draft carts | favorites | my requisitions Continue Shopping

Shopping Cart 5 Item(s) for a total of 45,969.00 USD Save Proceed to Checkout

Cart was saved successfully

Priority: Normal  
 Prepared by: Bridget Brown  
 Prepared for: **Charles Boulineau** (Selected a different user...)  
 Cart Name: 2010-11-05 balls 01  
 Business Purpose / Note to Approvers: The grant for this order will expire 11/30/2010  
 Backup Required:   
 Backup Type: Electronic  
 Special Instructions: None  
 Notes to Suppliers: add note...  
 Work Order #:   
 State Exempt: None of the Above  
 Select from profile values...  
 Select from all values...  
 Clear selected value...

Supplier / Line Item Details For selected line items Add To Favorites Go

Show line details

Hastings Ford Inc view [more info...](#)  
 PO 1  
 Po Box 1886, Greenville, NC 27835-1886 US

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 2009 Ford Shelby Mustang GT500 <small>more info...</small>	car	EA	45,789.00	1 EA	45,789.00 USD
2 Grey Floor Mats <small>more info...</small>	mats	EA	45.00	4 EA	180.00 USD
Supplier subtotal					45,969.00 USD
Subtotal					45,969.00
Shipping					0.00
Handling					0.00
Total					45,969.00 USD

Save Proceed to Checkout

19. The **Prepared for** now indicates the end-user you selected. See the **Edit Cart Items** procedure to continue the review process.