

EDIT CART ITEMS

Last Updated on: 11/8/2010

East Carolina UNIVERSITY | Bridget Brown | user settings | 2010-11-05 balls 01 | 6 item(s), 47,469.00 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 | 6 Item(s) for a total of **47,469.00 USD** | Proceed to Checkout

Save

Priority: Normal | Business Purpose / Note to Approvers: The grant for this order will expire 11/30/2010 | Backup Required: | Backup Type: Electronic | Special Instructions: None

Prepared by: Bridget Brown | Cart Name: 2010-11-05 balls 01 | Work Order #: | State Exempt: None of the Above

Supplier / Line Item Details

For selected line items: Add To Favorites, Add To Favorites, Remove Selected Items, Remove All Items, Move to Another Cart, Change Supplier, Add to Draft Cart or Pending PR/PO

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 2009 Ford Shelby Mustang GT500	car	EA	45,789.00	1 EA	45,789.00 USD	<input type="checkbox"/>
2 Grey Floor Mats	mats	EA	45.00	4 EA	180.00 USD	<input type="checkbox"/>
3 6 year / 75,000 mile drive train warranty	warranty	EA	1,500.00	1 EA	1,500.00 USD	<input checked="" type="checkbox"/>
Supplier subtotal					47,469.00 USD	
Subtotal					47,469.00	
Shipping					0.00	
Handling					0.00	
Total					47,469.00 USD	

Save | Proceed to Checkout

1. To delete an item from a cart, select the check box that corresponds with that item
2. Click the **For Selected line items** drop down box and select **Remove Selected Items**.

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Priority: Normal | Business Purpose / Note to Approvers: The grant for this order will expire 11/30/2010 | Backup Required: | Backup Type: Electronic | Special Instructions: None

Prepared by: Bridget Brown | Cart Name: 2010-11-05 balls 01 | Work Order #: | State Exempt: None of the Above

Supplier / Line Item Details

For selected line items: Remove Selected Items, Go

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 2009 Ford Shelby Mustang GT500	car	EA	45,789.00	1 EA	45,789.00 USD	<input type="checkbox"/>
2 Grey Floor Mats	mats	EA	45.00	4 EA	180.00 USD	<input type="checkbox"/>
3 6 year / 75,000 mile drive train warranty	warranty	EA	1,500.00	1 EA	1,500.00 USD	<input checked="" type="checkbox"/>
Supplier subtotal					47,469.00 USD	
Subtotal					47,469.00	
Shipping					0.00	
Handling					0.00	
Total					47,469.00 USD	

Save | Proceed to Checkout

3. Click the **Go** button to remove the item.

EDIT CART ITEMS

Last Updated on: 11/8/2010

East Carolina UNIVERSITY Cart - Draft Requisition

2010-11-05 balls 01 | 5 item(s), 45,969.00 USD

Search for PR No. [] Go

active cart | draft carts | favorites | my requisitions

Continue Shopping

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

Save

Priority: Normal
Prepared by: Bridget Brown
Prepared for: Bridget Brown
Cart Name: 2010-11-05 balls 01

Business Purpose / Note to Approvers: The grant for this order will expire 11/30/2010

Backup Required: [checked]
Backup Type: Electronic
Special Instructions: None
Notes to Suppliers: add note...

Work Order #: []
State Exempt: None of the Above

Supplier / Line Item Details

For selected line items: Add To Favorites Go

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
2009 Ford Shelby Mustang GT500	car	EA	45,789.00	1 EA	45,789.00 USD
Grey Floor Mats	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

4. **Note:** The line item has been removed from the cart.
5. To edit the line item description, price, quantity, or unit of measure, click on the **Product Description**.
Note: You can **ONLY** change the product description and pricing for **Non-Catalog** orders.

Non-Catalog Form - Windows Internet Explorer

https://usertest.sciquest.com/apps/Router/RequisitionEditForm?docId=468691&docLineId=1541034&docLineFormId=1027911&tmstamp=1288988219244147

Non-Catalog Form Available Actions (Click here for details): Save Go Close

Supplier: Hastings Ford Inc
Supplier Info: select different supplier

Supplier Address: PO 1: (preferred) Po Box 1886 Greenville, NC 27835-1886 US
Supplier Phone: +1 (252) 758-0114
Currency: USD

Distribution: The system will distribute purchase orders using the method(s) indicated below:
Fax: +1 (919) 659-6118
Manual

Catalog No.: car

Product Description: 2009 Ford Shelby Mustang GT500 in metallic blue w/ white racing stripes
184 characters remaining expand | clear

Additional Description: 1000 characters remaining expand | clear

Quantity: 1
UOM: EA - Each
Estimated Price: 45,789.00

Manufacturer Name: []
Manufacturer Part No: []

Internet 100%

6. Make the appropriate changes to the **Product Description**, **Additional Description**, **Quantity**, **UOM**, or **Estimated Price**.
7. Click on the **Go** button to save the changes to the shopping cart.

EDIT CART ITEMS

Last Updated on: 11/8/2010

Non-Catalog Form

Available Actions (Click here for details): Save [Close]

Supplier Info
 Supplier: Hastings Ford Inc
 Fulfillment Address: PO 1: (preferred), Po Box 1886, Greenville, NC 27835-1886 US
 Supplier Phone: +1 (252) 758-0114
 Currency: USD

Distribution
 The system will distribute purchase orders using the method(s) indicated below:
 Fax: +1 (919) 659-6118
 Manual

Catalog No.: car

Product Description: 2009 Ford Shelby Mustang GT500 in metallic blue w/ white racing stripes
 184 characters remaining expand | clear

Additional Description:
 1000 characters remaining expand | clear

Quantity: 1
UOM: EA - Each
Estimated Price: 45,789.00

Manufacturer Name:
 Manufacturer Part No:

8. Click the **Close** button to return the cart.

East Carolina University | Cart - Draft Requisition

2010-11-05 balls 01 | 5 item(s), 45,969.00 USD

Shopping Cart: 5 Item(s) for a total of **45,969.00 USD**

Buttons: Save, Proceed to Checkout

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 2009 Ford Shelby Mustang GT500 in metallic blue w/ white racing stripes	car	EA	45,789.00	1 EA	45,789.00 USD
2 Grey Floor Mats	mat	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

9. Note that any changes to **Product Description**, **Additional Description**, **Quantity**, **UOM**, or **Estimated Price** have been updated in the shopping cart.

10. Click on the **Proceed to Checkout** button.

EDIT CART ITEMS

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Summary - Draft Requisition | Search for PR No. | Go

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active cart | draft carts | favorites | my requisitions

General Internal Note Order Info FOAPAL / Ship Codes **Final Review** | Submit Requisition

Return to shopping cart | Continue Shopping

All done! The required information has been completed and this request is ready to be submitted.
Once you have reviewed the details, you may continue by clicking the button at the top of the page.

Requisition | PR Approvals | PO Preview | Comments | Attachments | History

Summary | FOAPAL / Ship Codes | Supplier Info | Taxes/S&H

Hide header | Hide value descriptions

General	Internal Info	Internal Note	Order Info
<p>Priority: Normal</p> <p>Department: AA Teacher Education</p> <p>Prepared by: Bridget Brown</p> <p>Prepared for: Bridget Brown</p> <p>Cart Name: 2010-11-05 balls 01</p> <p>Accounting Date: no value</p> <p>Bill To East Carolina University Accounts Payable 120 Reade St. Fin. Srv. Bldg. Greenville, NC 27858-4353 United States</p>	<p>Internal Info</p> <p>Business Purpose / Note to Approvers: The grant for this order will expire 11/30/2010</p> <p>Work Order #: no value</p> <p>State Exempt: None of the Above</p> <p>Internal attachments: add attachment...</p>	<p>The grant for this order will expire 11/30/2010</p>	<p>Order Info</p> <p>Backup Required: <input checked="" type="checkbox"/></p> <p>Backup Type: Electronic electronic only</p> <p>Pricing Ref #: no value</p> <p>Special Instructions: no value</p> <p>Notes to Suppliers: no value</p> <p>Attachments for all suppliers: add attachment...</p> <p>PO Clauses: 100 NC T&C 200 Funds 300 ECU PO conditions</p> <p>view all clauses - (4)</p>

FOAPAL / Ship Codes						
Chart	Fund	Organization	Account	Program	Activity	Location
E	111170	230601	72111	0000	no value	no value

Ship To
Contact Name: Susan Ball
Phone #1 (252) 328-1008
Email: balls@ecu.edu
East Carolina University
Materials Mgmt
200 E First Street
Greenville, NC 27858-4353
United States

11. See the **Review** procedures to continue the review process.