

MOVE TO NEW CART

Last Updated on: 11/8/2010

1. Almost ready to go! The list below needs to be addressed before the cart can be submitted.
 • Requisition can only contain one supplier. Remove or Move the items to another draft cart.

Shopping Cart
 5 Item(s) for a total of **19.18** USD

Save
 Cart was saved successfully
 Proceed to Checkout

Priority: Normal
 Prepared by: Bridget Brown
 Cart Name: 2010-11-07 balls 01

Business Purpose / Note to Approvers: Work Order #
 State Exempt

Backup Required: None
 Backup Type: None
 Special Instructions: None
 Notes to Suppliers: add note...

Supplier / Line Item Details

ECU Central Supply (Office Supplies)
 Office Supplies
 1150 S Greene St, Greenville, NC 27858-4353 US

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 FORM, CAMPUS REQUISITION 25/PK	395-10990	1/PK	4.97	1	4.97 USD
2 PAPER, WHITE, 8.5 X 14, 10/CS HUSKEY RECYCLED #1420RH	445-12735	1/RM	4.07	1	4.07 USD
3 PAPER, RECYCLED COPY, 8 1/2X 11 HUSKEY 20# #1120RH	445-12732	1/RM	2.41	1	2.41 USD
Supplier subtotal					11.45 USD

ECU Medical Storeroom
 Medical Supplies
 600 Moye Blvd, Brody Som Gw-56, Greenville, NC 27834 US

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
4 ALCOHOL PREPS LARGE 200/BOX KENDALL 5110	040-21020	1/BX	3.65	1	3.65 USD
5 LATEX EXAM, PWDRFREE; MED TEXT 100/BOX TPF-107	120-23340	1/BX	4.08	1	4.08 USD
Supplier subtotal					7.73 USD

1. Due to the PORT restriction of only 1 supplier per requisition, there is now an option for separating items from different suppliers to another cart.
2. Click the check box beside the **Ext Price** column to select all the items for the 1st supplier.

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 Backup Type: None
 Special Instructions: None
 Notes to Suppliers: add note...

Supplier / Line Item Details

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Supplier subtotal					11.45 USD

ECU Medical Storeroom
 Medical Supplies
 600 Moye Blvd, Brody Som Gw-56, Greenville, NC 27834 US

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
4 ALCOHOL PREPS LARGE 200/BOX KENDALL 5110	040-21020	1/BX	3.65	1	3.65 USD

3. Select **Move to Another Cart** For selected line items drop down box.
4. Click on the **Go** button.

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5. A new window pops up to display the **Move Lines** Form

6. Click on the **Move** button to move the items to a new shopping cart.

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6. Click on the **Move** button to move the items to a new shopping cart.

7. Click on the **Close** button.

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MOVE TO NEW CART

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East Carolina UNIVERSITY
Bridget Brown user settings
2010-11-07 balls 01 | 2 item(s), 7.73 USD

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

active cart | draft carts | favorites | my requisitions

Continue Shopping

Shopping Cart 2 Item(s) for a total of 7.73 USD

Save Proceed to Checkout

Priority: Normal
Prepared by: Bridget Brown
Prepared for: Bridget Brown
Cart Name: 2010-11-07 balls 01

Business Purpose / Note to Approvers: add note...
Work Order #:
State Receipt: Health Care
Backup Required:
Backup Type: None
Special Instructions: None
Notes to Suppliers: add note...

Supplier / Line Item Details

ECU Medical Storeroom
Medical Supplies
600 Moye Blvd, Brody Som Gw-56, Greenville, NC 27834 US

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 ALCOHOL PREPS LARGE 200/BOX KENDALL 5110	040-21020	1/BX	3.65	1 BX	3.65 USD
2 LATEX EXAM,PWDRFREE;MED TEXT 100/BOX TPF-107	120-23340	1/BX	4.08	1 BX	4.08 USD
Supplier subtotal					7.73 USD
Subtotal					7.73
Shipping					0.00
Handling					0.00
Total					7.73 USD

Save Proceed to Checkout

8. Click on the **Proceed to Checkout** button to continue the review process.

East Carolina UNIVERSITY
Bridget Brown user settings
2010-11-07 balls 01 | 2 item(s), 7.73 USD

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

active cart | draft carts | favorites | my requisitions

General Internal Note Order Info FOAPAL / Ship Codes Final Review

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 Summary

General	Internal Note	Order Info
Priority: Normal Department: AA Teacher Education Prepared by: Bridget Brown Prepared for: Bridget Brown Cart Name: 2010-11-07 balls 01 Accounting Date: no value	Business Purpose / Note to Approvers: no note Work Order #: no value State Exempt: Health Care Internal attachments: add attachment...	Backup Required: <input checked="" type="checkbox"/> Backup Type: None Pricing Ref #: no value Special Instructions: None Notes to Suppliers: no note Attachments for all suppliers: add attachment... PO Clauses: 100 NC T&C, 200 Funds, 300 ECU PO conditions

Bill To: East Carolina University, Accounts Payable, 120 Reade St, Fin. Srv. Bldg, Greenville, NC 27858-4353, United States

Chart	Fund	Organization	Account	Program	Activity	Location
E	111170	230601	72111	0000	no value	no value

Submit Requisition

9. See the **Edit Cart Header**, **Edit Cart Items**, **Review Cart Header**, and **Review Cart Items** procedures to continue the review process. Since all the FOAP and ship code info is correct, the cart will be completed by clicking on **Submit Requisition** button.

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Last Updated on: 11/8/2010

The screenshot shows the 'Submitted - Requisition 469008' page. The user is 'Bridget Brown'. The page has a navigation bar with 'active cart', 'draft carts', 'favorites', and 'my requisitions'. A central box titled 'Requisition Information' contains a green checkmark and the message: 'Congratulations! You have successfully submitted your request. If you need to view or print a copy, click Quick View or view its status on the Approvals Tab.' Below this is a summary of the requisition: Requisition number 469008, status Pending, cart name 2010-11-07 balls 02, date 11/8/2010, total 11.45 USD, and 3 line items. A list of actions includes 'Search for another item', 'View order history', 'Check the status of an order', 'Return to your home page', and 'Create new draft cart'. An arrow from a box labeled '10.' points to the 'draft carts' tab in the navigation bar.

10. Click on the **draft cart** tab to review and submit the moved items.

The screenshot shows the 'Shopping Cart - Drafts' page. The user is 'Bridget Brown'. The page has a navigation bar with 'active cart', 'draft carts', 'favorites', and 'my requisitions'. A 'Create Cart' button is visible. Below is a table titled 'My Drafts' with columns: Active Cart, Shopping Cart Name, Date Created, Cart Description, Total, and Delete. The first row shows a draft cart with name '2010-11-07 balls 02', date '11/7/2010', and total '11.45 USD'. Below this is another table titled 'My Drafts Assigned to Others' with columns: View Cart, Shopping Cart Name, Date Created, Assigned To, Total, and Unassign. The first row shows a draft cart with name '2010-10-28 balls 01', date '10/28/2010', assigned to 'Charles Boulineau', and total '208.99 USD'. An arrow from a box labeled '11.' points to the '2010-11-07 balls 02' link in the 'My Drafts' table.

11. Click on the draft shopping cart for the items that were moved in steps 2 – 7.

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East Carolina UNIVERSITY *Bridget Brown* user settings 2010-11-07 balls 02 | 3 item(s), 11.45 USD

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

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

Shopping Cart 3 Item(s) for a total of **11.45** USD

Save Proceed to Checkout

Cart was saved successfully

Priority: **Normal** | Business Purpose / Note to Approvers: | Backup Required: | Backup Type: **None**

Prepared by: **Bridget Brown** | Work Order #: | Special Instructions: **None**

Prepared for: **Bridget Brown** | State Exempt: | Notes to Suppliers:

Cart Name: **2010-11-07 balls 02** | Health Care:

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

ECU Central Supply (Office Supplies) [more info...](#)

Office Supplies
1150 S Greene St, Greenville, NC 27858-4353 US

The prices of this supplier could change at shipment time based on available inventory

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1	FORM, CAMPUS REQUISITION 25/PK <input type="checkbox"/>	395-10990	1/PK	4.97	<input type="text"/> PK	4.97 USD	<input type="checkbox"/>
2	PAPER, WHITE,8.5 X 14, 10/CS HUSKEY RECYCLED #1420RH <input type="checkbox"/>	445-12735	1/RM	4.07	<input type="text"/> RM	4.07 USD	<input type="checkbox"/>
3	PAPER, RECYCLED COPY, 8 1/2X 11 HUSKEY 20# #1120RH <input type="checkbox"/>	445-12732	1/RM	2.41	<input type="text"/> RM	2.41 USD	<input type="checkbox"/>
Supplier subtotal						11.45 USD	
Subtotal						11.45	
Shipping						0.00	
Handling						0.00	
Total						11.45 USD	

Save

12. This completes the steps for this procedure. See the **Edit Cart Header, Edit Cart Items, Review Cart Header, and Review Cart Items** procedures to continue the review process.