Submitting an Order
# Quick Reference Guide

bishopbuy

CART OVERVIEW

Items that you wish to order are initially put into a Cart where you define your products, quantities, ship to address, and accounting fields. Once your Cart is submitted into workflow, it becomes a Purchase Requisition (PR).

1. When you have finished shopping, click the icon at the top right of the page followed by **View My Cart** to access your active cart.
2. Each cart icon will look different, updated with the dollar total in the cart.

EDIT CART

The first screen you see when clicking into your cart is the Edit Cart page:
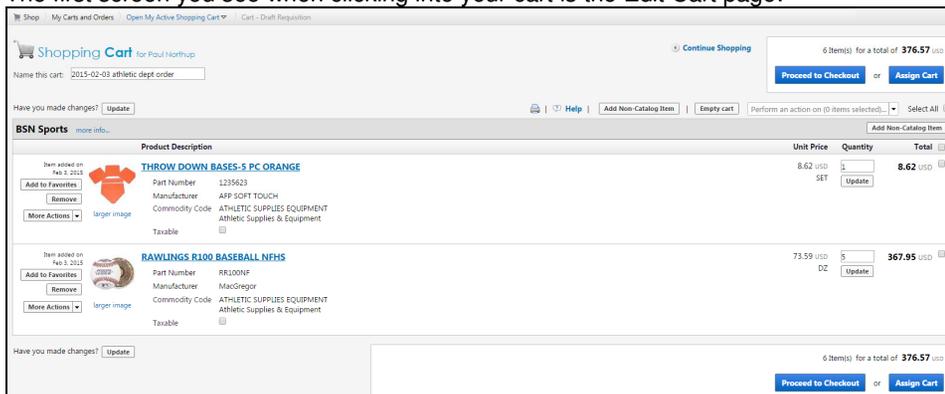
Here you can update the Cart Name and description for your cart. To update the quantity of an item, change the value in the **Quantity** field, and click **Update**.

When you have finished making all necessary changes, click **Proceed to Checkout**.

REVIEW CART

It is on the Review Cart page where you will enter the ship to address, accounting codes, and make any other changes prior to submitting your cart for approvals.

SHIP TO ADDRESS

The Ship to address is a required field on all carts. To update the Ship to address:

1. Click the **Want to use a different address?** link underneath the **Shipping Address** field.
2. On the **Ship To** tab, click the **Select Addresses for Profile** button.
3. From the drop-down menu, select **Central Receiving**, and then enter your name, building, and room number.
4. Verify the information that appears is correct, and if not, make any necessary changes, and then click **Save**.

ACCOUNTING CODES

You can assign accounting codes to the entire cart or individually to each line item. The Fund, Organization, Object, and Project fields are required.

1. To assign account codes, click on the **Advanced Checkout** link at the top of the page.
2. Below the **Shipping** address section in the **Accounting Codes** section, click the **edit** button.
3. Under Fund, click the **Select from all values...** link to choose the appropriate value from the drop-down menu.
4. Follow a similar process to search for and select the Organization, Object, and Project values.
5. Click **Save** when all values have been entered.

To update the account codes for each line individually:

1. Click the **edit** button next to each line item.
2. Follow the instructions above to update the account codes for each line item.

REQUISITION APPROVALS

Based on the contents of your cart, each line item cost, the total PR cost, and the accounting code values, your cart will be subjected to one or more approvals before becoming a Purchase Order. To see what approvals your cart is subject to:

1. Prior to submitting your cart, click the **PR Approvals** tab.
2. You'll see a diagram with future workflow steps similar to this one:
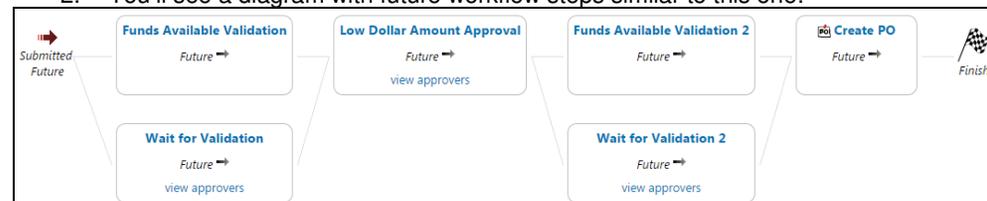
PLACE ORDER

Once all required fields have been completed and verified, click **Place Order** to submit your requisition for approval. Your cart is now a Requisition and the system will provide you with a Requisition number that can be used to track the progress of the requisition through the approval process.