

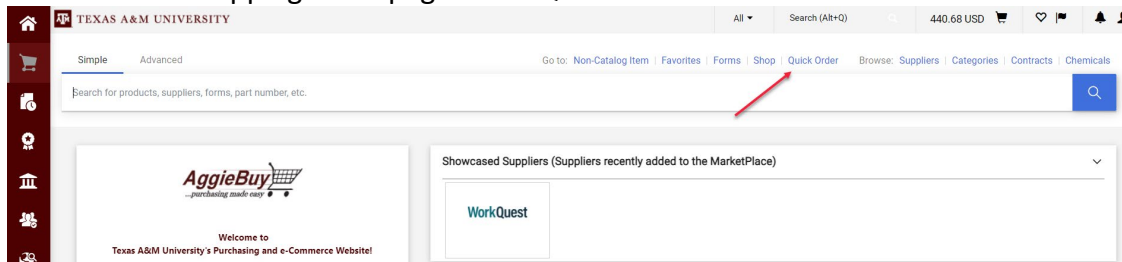
Shopping: Quick Orders

How to Create a Quick Order

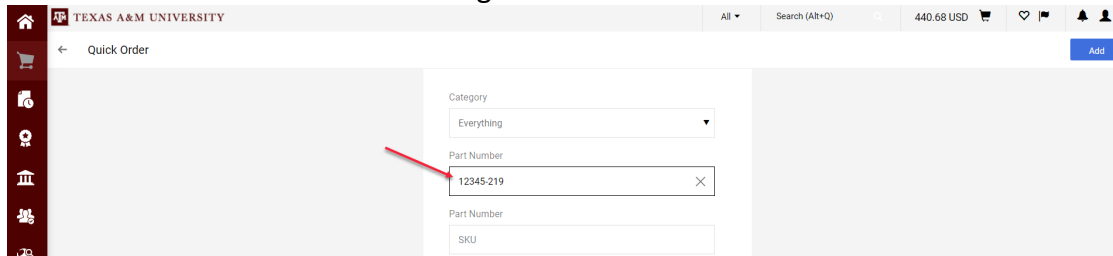
Quick steps:

1. From the Shopping Homepage click “Quick Order”
2. Enter Part Number or Catalog Number
3. Click “Add”
4. If more than one Supplier can supply the item, click “Add to Cart” beside the item and Supplier chosen
5. View the cart and adjust any applicable optional fields
6. Click “Submit Order”

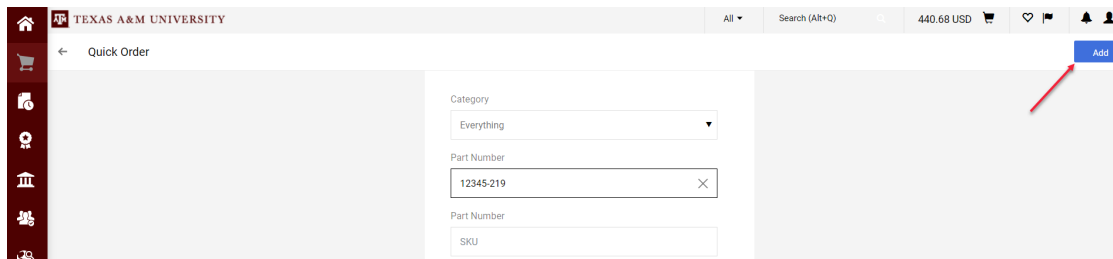
1. From the Shopping Homepage click “Quick Order”



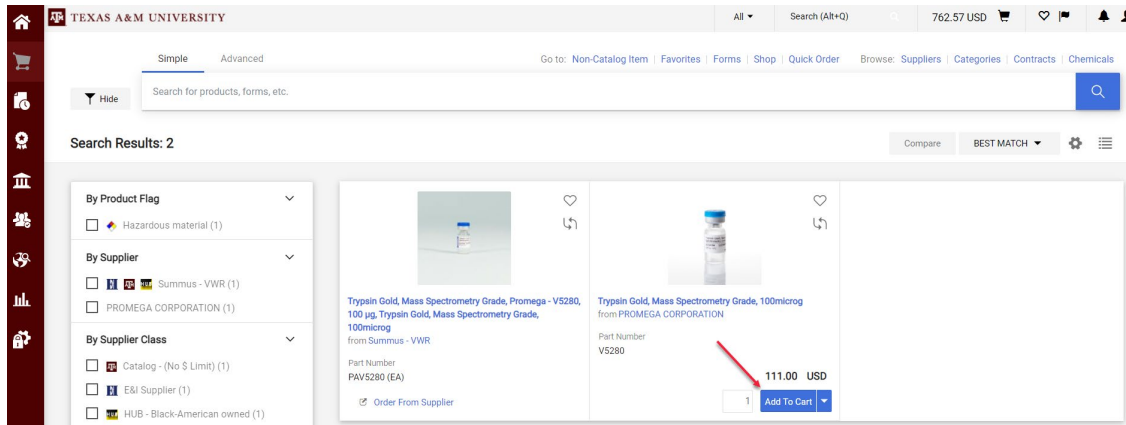
2. Enter the Part Number or Catalog Number



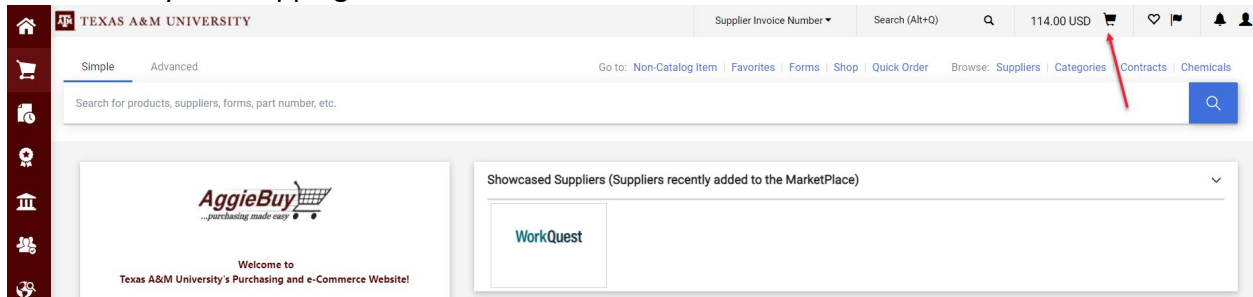
3. Click “Add”



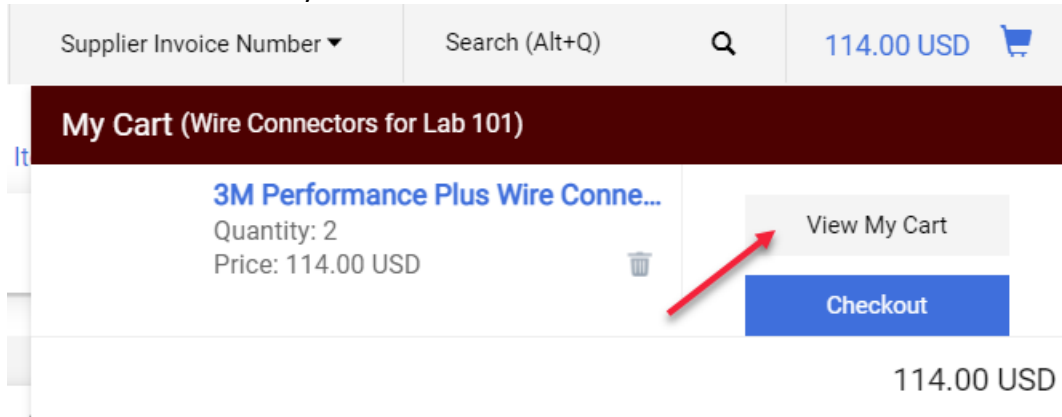
4. If more than one supplier can provide the item, choose add to cart under the supplier you want to order from.



5. Click on your shopping cart



6. Then click "View my Cart"



7. The “Pre-Pay & Add” checkbox may be used on local funds only for up to \$50
 - a. Check with your dept’s business office on usage of this field
 - b. Can not be used with state funds

A screenshot of a procurement form. The 'Business Unit' is '02-Texas A&M University (02)'. The 'Cart Name' is 'Wire Connectors for Lab 101'. The 'Pre-Pay & Add' checkbox is checked, indicated by a green checkmark and a red arrow pointing to it. The 'Share cart' status is 'No user groups available'.

8. The “Cost Receipt Required” checkbox is normally left blank.
 - a. Please check with your department’s business office on how to use this field.

A screenshot of a procurement form with a summary sidebar on the right. The main form shows 'Business Unit' as '02-Texas A&M University (02)', 'Cart Name' as 'Wire Connectors for Lab 101', and 'Pre-Pay & Add' checked. The 'Cost Receipt Required' checkbox is unchecked. The sidebar shows an 'Estimate (114.00 USD)' with a 'Proceed To Checkout' button highlighted by a red arrow.

Estimate (114.00 USD)	
Subtotal	114.00
Shipping	0.00
Handling	0.00
Total	114.00 USD

9. Click “Submit Order”

A screenshot of a requisition summary page for requisition 83429443. The page is divided into 'General', 'Shipping', and 'Billing' sections. The 'Submit Order' button is highlighted with a red arrow in the bottom right corner.

Draft	
Total (114.00 USD)	
Subtotal	114.00
Shipping	0.00
Handling	0.00
Total	114.00