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

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.

9. Click “Submit Order”