




WSCA/NASPO eMarketCenter Submitting and Reviewing an Order Guide



CART OVERVIEW

Items that you wish to order are initially put into a Cart. The Cart is where you define your products and quantities, ship to address, and P-card fields. Once your Cart is submitted into workflow, it becomes an Order.

Click on the  **2011-09-16 seth_shopper 01 | 1 item(s), 81.90 USD** link on the top right of the screen to access your cart. Each Cart icon will look different, updated with the number of items and dollar total in the cart.

EDIT CART

The first screen you see when clicking into your cart is the Active Cart:



On this screen you can update your Cart Name using the Cart Name box to update the **Quantity**

quantity of a particular item, change the value in the field and click **Update**. If the items in your cart were selected from a punch out supplier catalog and you wish to adjust the order quantity, you may need to return to the supplier punch out catalog to make this adjustment using the Modify Items link.

REVIEW CART by clicking the **Proceed to Checkout** button.

This will bring you to a page with a series of tabs that will allow you to review your cart prior to submission. It is here where you can edit the ship to address, bill to address P-Card information and make any other changes prior to submitting your cart.

SHIP TO ADDRESS

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

1. Click on the shipping tab.
2. Click the **edit** button to the right of "Ship To".
3. Enter the details for your Ship To address similar to what is shown.
4. If necessary, click the check box to **Save this address for future use**, and give the address a nickname that is easy to remember.
5. Click the check box if you want to make this Ship To address your default address.

Attn:

Organization

Physical street address

Additional street line

City

State

Zip Code

Country

Save this address for future use

Name this address (e.g. Main St)

Check this box to make this the default address in the future.

6. Verify the information is correct and click **Save Changes**.

Editing the Bill To information on your order:

1. Click on the billing tab.
2. Click the **edit** button to the right of Bill To address.
3. Enter the details for your Bill To address similar to what you did for the Ship To address.
4. Verify the information is correct and click **Save Changes**.

Editing P-Card information on your order:

1. Click on the billing tab.
2. Click the **edit** button to the right of Credit Card Info.
3. Either select the appropriate P-Card from the drop down menu or enter a new P-Card under the Card Details section.
4. Click the **Save** button.

PLACE ORDER

Once all required fields have been completed and you have verified that the

item and quantity is correct, click the **Submit Purchase Order** button at the top right of the screen to submit your order for approval. Your cart is now an order and the system will provide you with an order number that can be used to track the progress of the order through the approval process.