1. **Start on the shopping Homepage.**
   a. Select Search
   b. Enter product key word in search area.

2. **Search results appear** – Make selection and “Add” products to “Cart”
3. **View Your Shopping Cart**: To view Cart, select the “Cart” symbol – Top right hand area.
4. **Checkout and Submit Requisition** (top right options now appear)

Select "Proceed to Checkout" to add requisition details and submit to workflow.
5. **Complete Required Information**

You can select these items to take action or select the highlighted boxes below.

**Step 1. Select your FAU**

**Step 2. Add your business purpose so approvers reviewing this requisition know what you are seeking to purchase.**
Example: "Replacement computer for John"

**Step 3. Select your Ship To address**
6. **Submit your Order to Workflow**

Now that you have completed all required fields, you can submit your requisition to workflow.

*Note.* If you need to add additional information refer to item 7 next page.

Select Place Order when ready to submit your order into workflow.
7. **Complete Optional Information and Submit your Order to Workflow**

- Select Place Order when ready to submit your order into workflow.
- You can add notes and attachments here if needed.
- You can preview workflow (after you complete required fields) to see who will need to approve your order.