

Shopping

The roles in iBuy which have permission to shop are **Shopper** and **Requestor**.

To begin shopping:

- Immediately search for items or
- Create a new cart if you have items you need to save for later

You can click on a Punchout or Hosted catalog sticker and begin shopping, or to search for items, use the various search methods. For details refer to the *Search Methods* job aid.

Icons are used to label and identify contracts, diverse vendors and energy efficient products, among other identifiers.

To Order Items

1. Find the appropriate item.
2. Enter the item **Quantity**.
3. Click **Add to Cart**.
4. Click the **X Item(s) Added View Cart** link or the **Cart** link in the top right corner to access the Active Cart.
 - a. **NOTE:** The **X item(s) Added View Cart** confirmation link displays under **Add to Cart**.
5. Click **Proceed to Checkout**.
6. Verify the information on the summary screen.
 - a. **NOTE:** The Shopper role does not have security to edit FOAPAL codes
7. Click **Place Order**.

If You Have Items in a Draft Cart That are not Ready to Complete and You Want to Start a New Cart:

1. Name your current cart using the box at the top of the window next to Shopping Cart, or leave the defaulted name.
2. Hover over the **Shop** icon.
3. Hover over **My Carts and Orders**.
4. Click **View Carts**.
5. Click **Create Cart** to create new cart.
6. Enter **Cart Name** in the text box at top or leave default.



7. Start Shopping using Shopping link in middle of the page.

To Order a Product that is NOT in a Catalog

1. Click the **Home** icon.
2. From the **University Forms** section of **Catalogs and Forms** in the center of the page, click the **Purchase Requisition Form** sticker.
 - a. Follow the [Completing the Purchase Requisition Form](#) job aid.