

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

Step	Task
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. 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. 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 Order:

Step	Task
1.	Hover over the Shop icon.
2.	Hover over My Carts and Orders .
3.	Click View Carts .
4.	Click Create Cart to save items for another time.
5.	Enter Cart Name in the text box or accept default.
6.	Provide a Description (optional).
7.	Click Save .

To Add Products to the Draft Cart

Step	Task
1.	After creating a draft cart, click Continue Shopping .
2.	From the homepage, under Shortcuts at Shop At The Top , select Non-Catalog Form .

To Compare Products (used to evaluate Hosted catalog items only)

Step	Task
1.	Click the Home icon.
2.	Search for items using the various search methods.
3.	Click the Compare link on each line item to compare in the Search Results .
4.	Click Compare Selected towards the top right portion of the results.

To Order a Product that is Not in a Catalog

Step	Task
1.	Click the Home icon.
2.	From the Shortcuts under Shop At The Top , select Non-Catalog Form . OR From the University Forms section of Catalogs and Forms in the center of the page, click the Non Catalog Form sticker.
3.	Click the Supplier Search link. <ul style="list-style-type: none"> a. Enter Supplier Name or the first three letters of the name. b. Click Search. c. Click the Select link.
4.	Enter all information (e.g., Catalog No., Product Description, Quantity, Packaging, Estimated Price, and Commodity Code).
5.	Select from Available Actions : <ul style="list-style-type: none"> • Add and Go to Cart OR • Add to Cart and Return to order additional non-catalog products from the same vendor.
6.	Click Go .

NOTE: Shoppers use **Internal Notes** on the requisition to communicate accounting data.