eShop How-To Sheets
Checking Out a Cart

This how-to sheet outlines the steps required to:
- Check out a cart that contains either goods or services
- What happens when check out a cart?
    - Once you click 'Submit Requisition' (step 6), the cart becomes a requisition with a requisition number.
    - It is the requisition that travels through the workflow on its way to becoming a purchase order.
    - The purchase order is sent to the vendor/ service provider (e.g. Staples) OR to Accounts Payable (e.g. cheque requisition form).

Tips:
- Do not add a form to a cart with goods (e.g. office supplies from staples) or other forms.
- Ensure you've chosen the correct address if you are shipping to your home (step 4a & 4b).

THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A DESKTOP COMPUTER/ LAPTOP

1. You have already logged into eShop and have added items to a cart (e.g. goods, a form)

2. If you have a cart open and ready to checkout, skip to step 3.

   To open the current cart, click on the amount beside the shopping cart icon.

   Tip: For certain types of forms, the amount beside the cart may be 0.

   In the window that opens, click on the grey 'View My Cart' button to review your cart (Step 3) OR click on the red 'Checkout' button to proceed directly to the checkout page (Step 4).
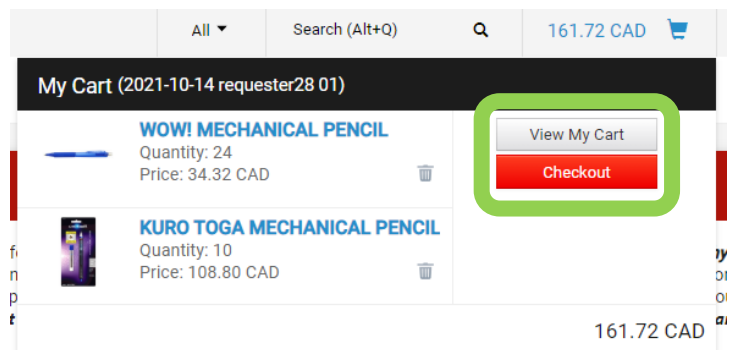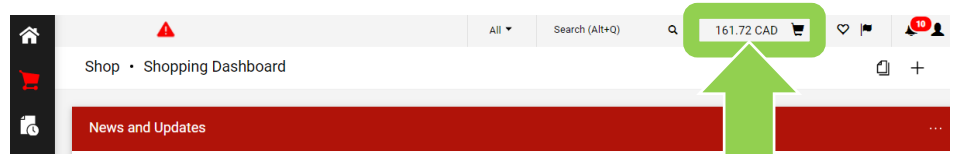
3. If your cart is complete, click on the red 'Proceed to Checkout' button.

   Tip: If your department would like your orders reviewed by 1 particular person within the department, they may request you assign the cart to them, instead of submitting it. Click on the grey 'Assign Cart' button in the upper right-hand corner of your screen to do this.
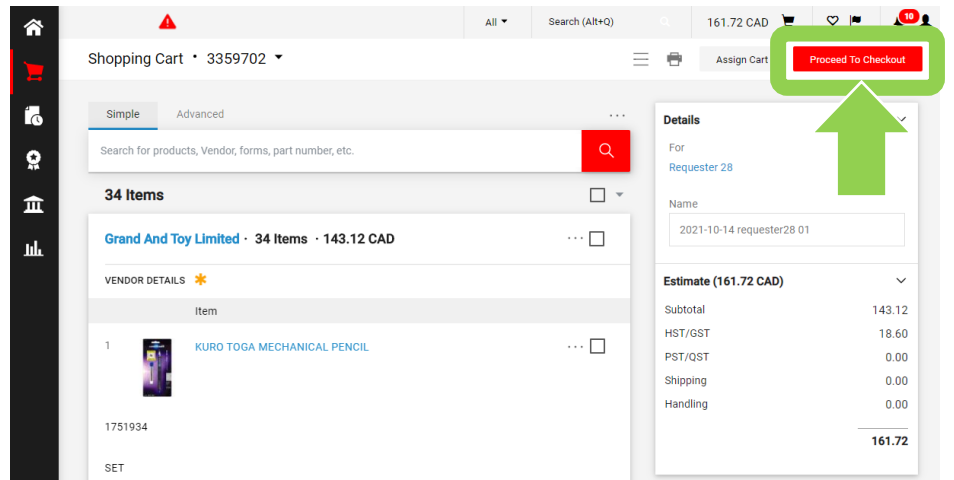
4a. **Shipping address …**

   On the checkout page, check that the shipping address is correct.

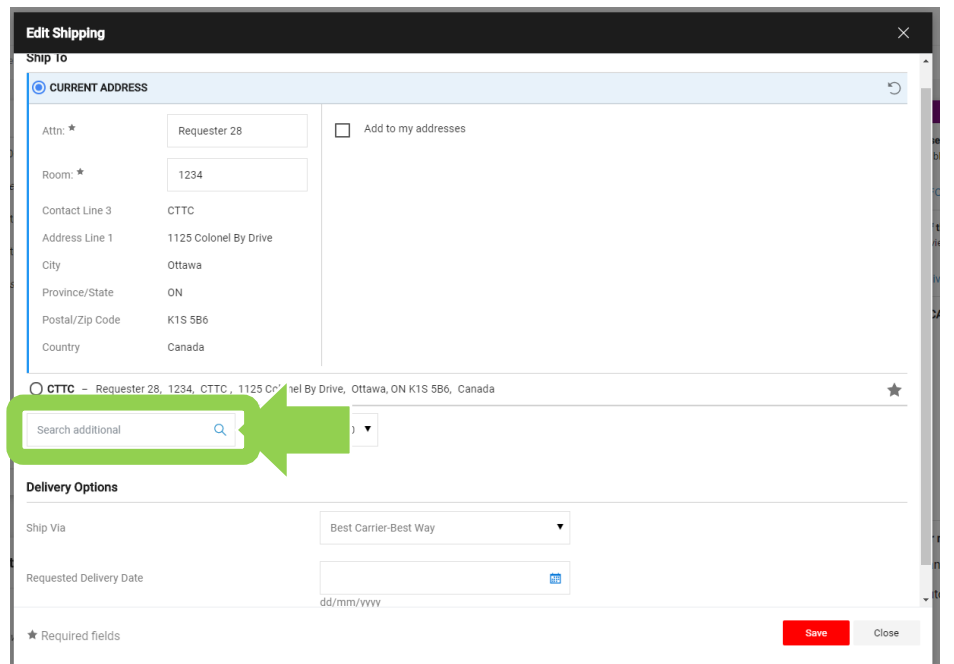   Click on the pencil icon to change the shipping address.
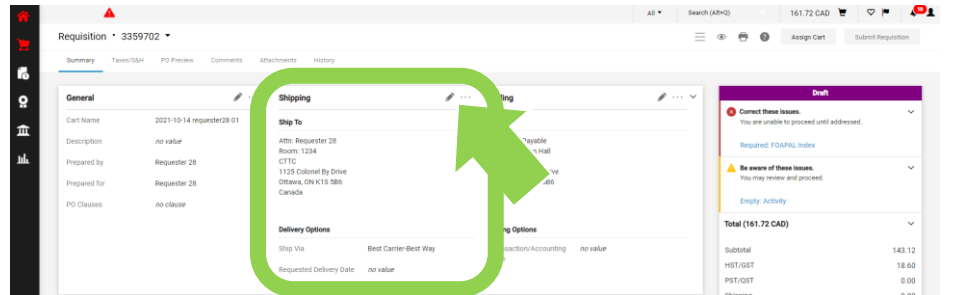
4b. **Shipping address …**

   In the 'Edit Shipping' window, type a building on campus into the 'Search additional' field to deliver to another location on campus OR type 'off campus' to deliver off campus.

   Tip: Click on the magnifying glass to see a full list of the building on campus.

   Follow the prompts to complete the new address.

5a. **Expense funding …**

To confirm the expense funding (e.g. index), scroll down to the 'Expense Funding' section.

Click on the pencil icon to change elements of the expense funding line by line.

Grand And Toy Limited · 40 Items · 51.60 CAD

VENDOR DETAILS

| Contract | no value | PO Number | To Be Assigned |
| Quote number | no value | | |

Item		Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	WOW! MECHANICAL PENCIL	AL405C	EA	1.29	40 EA	51.60

ITEM DETAILS

Manufacturer Name	PENTEL STATIONERY OF CANADA	Contract:	no value	Internal Note	no value
		Taxable	✓	Internal Attachments	Add
Manufacturer Part Number	AL405C	Commodity Code	4400 / Office Supplies and Promotional Merchandise	External Note (max 35 characters for ICB descriptions)	no value
UNSPSC	44-12-17-05			Attachments for vendor	

EXPENSE FUNDING — Values have been over.....on for this line

FOAPAL Index	Account	Activity
D498	710000	no value
Finance Office - Name Change	Office Supplies	

5b. **Expense funding …**

In the window that opens, you can edit the 'Index', 'Account', and 'Activity' fields.

Click on the red 'Save' button to save your changes.

| FOAPAL Index * | Account * | Activity |
| D498 | 710000 | Search |

★ Required fields   Save   Close

6. Click on the red 'Submit Requisition' button in the upper right-hand corner to check the cart out.

Requisition · 3376959 ▾   All ▾   Search (Alt+Q)   58.31 CA...   Submit Requisition

Summary   Taxes/S&H   PO Preview   Comments   Attachments   History

| General | ✎ | Shipping | ✎ ⋯ | Billing | ✎ ⋯ ⌄ | Draft

What next?
- Visit carleton.ca/facts/eshop to find more how-to sheets.
- Questions about the system? Email eshop@carleton.ca or call 613-520-2600 ext.3311.