Quick Reference Guide

Viewing Cart Details

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This guide demonstrates how to view cart details and prepare the cart to become a requisition. The shopper can complete the required cart information prior to assigning the cart to the requester. Completing the cart details prior to assigning the cart is not required, but may decrease the time needed for a requester to submit the cart.

Procedure

1. Open the cart by clicking on it in the upper right-hand corner of the LSU GeauxShop screen and clicking the View My Cart button.

2. Click the Proceed to Checkout button.

3. Across the top of the cart will be a process flow diagram. Items needing attention will have a red warning triangle with an exclamation point inside.
4. Failure to select the **Commodity Code, Ship To** and **Accounting** fields are the most common errors on the cart and must be completed to submit the requisition for approval. Shoppers can click the **Assign Cart** button without resolving any of the warning notifications that might be displayed. The requester will need to resolve all issues prior to submitting the cart.

5. Requesters have a **Submit Requisition** button. Any warnings presented by the system must be resolved to activate the **Submit Requisition** button.

You have successfully viewed the cart details and prepared the cart to become a requisition.