

# Step-by-Step Guide

## Check-out Process



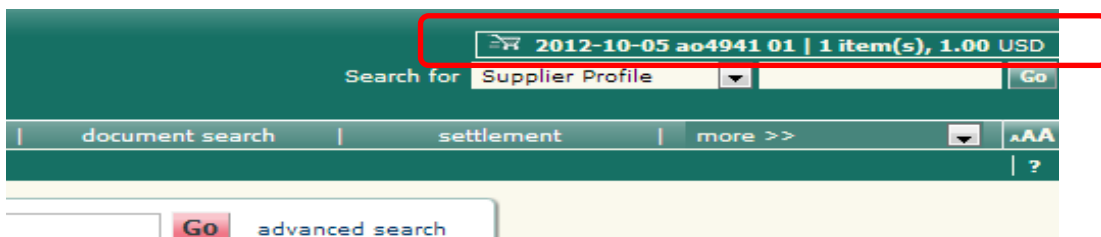
### In This Guide

- ✓ Proceed to Checkout
- ✓ Enter Shipping Information
- ✓ Enter Accounting Information
- ✓ Adding Attachments

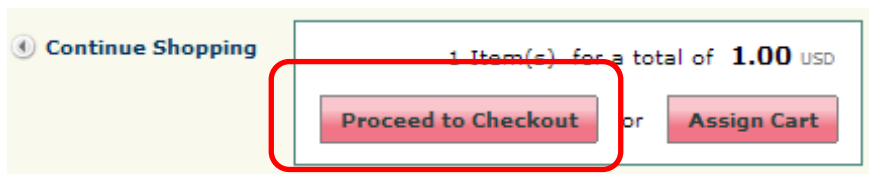
This guide provides the steps required to checkout and submit your order for approval and processing

### Procedure

1. Click on the **Shopping Cart** icon found in the top right portion of WayneBuy



2. Click **Proceed to Checkout**.



3. Use the Navigation error to complete the necessary **Shipping & Accounting** fields.



4. For **Shipping**, click the **Required Field** Notification and follow the prompts to locate your Campus location...

**Shipping** ?

These values apply to all lines unless specified by line item

**Ship To** edit

Shipping Address no address Required field

**Delivery Options** edit

Expedite x

Ship Via Best Carrier-Best Way

Req Delivery no value

Additional Shipping Charges no value

**Ship To** ? X

x No User Addresses

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping Address select from org addresses

Cancel

**Address Search** ?

Nickname / Address Text

Search

*(Search by Street Number or Street name. All known Univeristy address are available.)*

**Address Details**

Attn:	Michael Gleason
Rm:	1234
Contact Line 3	GORDON H SCOTT HALL
Address Line 1	540 E CANFIELD ST
City	DETROIT
State	MI
Zip Code	48201-1928
Country	United States

Save Cancel

*(Room Number is Required)*

*\*Please Note: You can save the address for future use AND save it as a default to bypass this step on future requisitions.\**

5. For **Accounting**, click **Required Field** anywhere and it will prompt you to enter the **Index** and **Account Code**. (Please note the Fund, Org, Prg will all automatically populate by clicking Save)

Index	Account Code	Fund	Organization	Program	Activity	Location	add split
162911	72161	113130	43A51	64			

recalculate / validate values

Save Cancel

(\*You can also accomplish Line Level Accounting Distribution by clicking the edit button for each corresponding line, and have the opportunity to accomplish split level Accounting.\*)

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 dsagfdsaf more info... Accounting (Enter Index and Account other elements driven by Index and will populate when save) (same as header)	afas	EA	1.99	1 EA	1.99 USD

edit

6. **Internal Notes and Attachments** or **External Notes and Attachments** sections are not required, but allow for attachments to be associated with the requisition (quote, memo, etc.)

(Please note: The only difference between Internal and External Notes and Attachments is regarding the handling of the notes and attachments at the time of PO issuance. External notes and attachments will flow with the PO delivery to the vendor, Internal Attachments will not. Reviewers/Approvers at Wayne State will have view-access to either.

7. Click **Submit Requisition** to complete the checkout Process. You should receive notification of a successfully submitted requisition and reference number.

Submit Requisition