Completing Proceed to Check-out Process

1. When finished adding items to your cart, click "Proceed to Check-out".

| ⋒ | OK CORRAL | | | | | | All • Searc | n (Alt+Q) 3,750.00 | DUSD 🐮 🗢 🏴 🦺 |
|------------|--|-------------|----------------|------------|----------|------------|-------------|-----------------------|---------------------|
| E | Shopping Cart • 3638594 | | | | | | | = • | Proceed To Checkout |
| 6 | Simple Advanced | | | | | | | Details | ~ |
| 0 | Search for products, suppliers, forms, part number, etc. | | | | | | Q | For | |
| | 150 Items | | | | | | Π. | Matthew Wessel | |
| щ | | | | | | | | Name | |
| 4 | Dearinger Printing Co · 150 Items · 3,750.00 USD | | | | | | [] | 2022-10-31 wesselm 01 | |
| 39 | SUPPLIER DETAILS | | | | | | | | |
| | Item | Catalog No. | Size/Packaging | Unit Price | Quantity | Ext. Price | | Total (3,750.00 USD) | ~ |
| TTT | 1 Custom portfolios per quote 123456 previously submitted. | N/A | EA | 25.00 | 150 EA | 3,750.00 | | Subtotal | 3,750.00 |
| A 2 | | | | | | | | Handling | 0.00 |
| \$ | ITEM DETAILS 🍃 | | | | | | | | 3,750.00 |

2. While completing your requisition, the "Correct These Issues" list on the right side of the screen will tell you which information is still needed before you can submit your requisition.

| K CORRAL | | | | | All 👻 Search (Alt+Q) 3,750.00 USD 📜 💝 🏴 |
|-----------------------------------|--------------------------------|----------------------------|-----------------------|--|---|
| Requisition • 36 | 38594 | | | | 🚍 🐵 🖶 🚳 ···· Assign Cart Submit Requisitio |
| Summary Taxes/ | S&H PO Preview Comments Attach | nents History | | | |
| General | ø | Shipping | ø ··· | Billing | Draft |
| Cart Name | 2022-10-31 wesselm 01 | Ship To | | Bill To | Correct these issues. You are unable to proceed until addressed. |
| Description | no value | no address | | no address | Required: Campus Code |
| Requestor | Matthew Wessel | • required | | • required | Required: Shipping address Required: Billing address |
| Priority | Normal | Delivery Options | | Credit Card Info | Required: Fiscal Year (Prior Purchasing approval required if selecting next fiscal year) |
| Shopper | Matthew Wessel | Expedite | × | No credit card has been assigned. | Required: Chart |
| Employee Family Owned Business | × | Ship Via | Best Carrier-Best Way | Fiscal Year (Prior | Required: Fund Required: Account |
| Certificate of Completion | × | Requested Delivery Date | no value | Purchasing approval no value required if selecting Required next fiscal year.) | Total (3,750.00 USD) |
| Non Tax-Exempt | × | | | Received | Subtotal 3,750. |
| Purchasing Contact | no value | | | Purchasing approva prior to submitting X requisition for next | Handling 0.1 |
| Original Bid or Contract # | no value | | | fiscal period. | 3,750. |
| Bid Code | no value | | | | |

3. In the "General" section, click the 🖍 icon.

| CORRAL | 200504 | | | | All 👻 Sea | arch (Alt+Q) 3,7 | 750.00 USD 📜 | ♥ № 1 |
|-----------------------------------|-------------------------|----------------------------|-----------------------|--|-----------|---|---------------------|--------------------|
| Summary Taxes/ | S&B PO Preview Comments | Attachments History | | | | = • • • • | Assign Cart | Submit Requisition |
| General | d | | ø | Billing | ø v | | Draft | |
| Cart Name | 2022-10-31 wesselm 01 | Ship To | | Bill To | | X Correct these issues. You are unable to proce | ed until addressed. | ~ |
| Description | no value | no address Required | | no address Required | | Required: Campus Coo | de | |
| Requestor | Matthew Wessel | | | | | Required: Shipping add Required: Billing addre | dress Iss | |
| Priority | Normal | Delivery Options | | Credit Card Info | | Required: Fiscal Year (selecting next fiscal ye | Prior Purchasing ap | proval required if |
| Shopper | Matthew Wessel | Expedite | × | No credit card has been assigned. | | Required: Chart | | |
| Employee Family Owned Business | × | Ship Via | Best Carrier-Best Way | Fiscal Year (Prior | | Required: Fund Required: Account | | |
| Certificate of Completion | × | Requested Delivery Date | no value | Purchasing approval no value required if selecting Required next fiscal year.) | | Total (3,750.00 USD) | | , |
| Non Tax-Exempt | × | | | Received | | Subtotal | | 3,750.0 |
| Purchasing Contact | no value | | | Purchasing approva prior to submitting X | | Handling | | 0.0 |
| Original Bid or Contract # | no value | | | fiscal period. | | | | 3,750.0 |
| Bid Code | no value | | | | | Wheels not fee my order | | |

4. Click the drop-down arrow in the "Campus Code" section and select your campus code. Then, click "Save".

| | | ^ |
|-----------------------------------|----------------|--------------------------------|
| Description | | |
| Requestor | Matthew Wessel | |
| Priority | Normal | ~ |
| Shopper | Matthew Wessel | ٩ |
| Employee Family Owned Business | | |
| Certificate of | | Organization Values |
| Jompietion | | 1 - General University |
| Non Tax-Exempt | | 2 - Agricultural Experiment |
| | _ | 3 - Agricultural Extension |
| Purchasing Contact | | 4 - Institute of Technology |
| | | 5 - Veterinary Medicine |
| Driginal Bid or Contract | | 6 - Oklahoma City |
| 5 | | 7 - Center for Health Sciences |
| Bid Code | | 8 - Tulsa |
| | | 9-CIED |
| Campus Code 🗯 | | |
| | Required | N |
| Board Approval | | |
| | | |

5. In the shipping section click the 🖍 icon.

| 2 |
|--------------------|
| |
| |
| |
| |
| proval required if |
| |
| |
| |
| |
| 3,750.0 |
| 0.0 |
| 0.0 |
| 3.750.0 |
| |
| |

6. To search for your address start typing your address in the search field and select your address from the list that appears.

| No address assigned | | |
|---|-------------------------|--|
| 1224 × Q 1224 N Boomer Rd - Matthew OK State Univ - 1224 N BOOMER R | Page 10 V | |
| Expedite | | |
| Ship Via | Best Carrier-Best Way 🗸 | |
| Requested Delivery Date | | |

7. Enter your room number in the "Room/Blg" field. Then click "Save".

| Edit Shipping | | | × |
|-----------------------|---------------------|-------------------------|--------|
| * Ship To | | | Â |
| O No address assigned | | | _ |
| 1224 N Boomer Rd | | | C |
| Attn: * | Matthew Wessel | Add to my addresses | |
| Room/Blg * | 123 | | |
| Dept 🗯 | 100408 - Purchasing | | |
| Address Line 1 | OK State Univ | | |
| Address Line 2 | 1224 N BOOMER RD | | |
| State | OK | | |
| Zip Code | 74078 | | |
| Country | United States | | |
| 1224 N Boomer Rd | Q Results Per | Page 10 🗸 🚺 🗸 | of 1 > |
| | | | |
| Delivery Options | | | |
| Expedite | | | - 1 |
| Ship Via | | Best Carrier-Best Way 🗸 | |
| * Required fields | | Save | Close |

8. In the "Billing" Section click the 🖍 icon.

| â | ok Corral | | | | | All Search (Alt+C | 3,75 | 50.00 USD 📜 | ♥ ⁹² ↓ | 1 |
|----------|-----------------------------------|----------------------------------|----------------------------|-----------------------|---|------------------------|---|--------------------------|---------------------|---|
| - | Requisition • 36 | 38594 | | | | ≣ ● | e o | Assign Cart | Submit Requisition | |
| 6 | Summary Taxes/ | S&H PO Preview Comments Attachme | ents <mark>H</mark> istory | | | 4 | | | | |
| e | General | ø | Shipping | ø ···· | Billing | | | Draft | | |
| € | Cart Name | 2022-10-31 wesselm 01 | Ship To | | Bill To | | You are unable to proceer | l until addressed. | ~ | |
| | Description | no value | no address Required | | no address Required | | Required: Shipping addr Required: Billing addres | ess s | | |
| 3 | Priority | Normal | Delivery Options | | Credit Card Info | | Required: Fiscal Year (P selecting next fiscal yea | rior Purchasing a r.) | pproval required if | |
| tili | Shopper | Matthew Wessel | Expedite | × | No credit card has been assigned. | | Required: Chart Required: Fund | | | |
| a3 | Employee Family Owned Business | × | Ship Via | Best Carrier-Best Way | Fiscal Year (Prior | Tota | al (3.750.00 USD) | | ~ | |
| 8 | Certificate of Completion | × | Date | no value | required if selecting @ Required next fiscal year.) | Sub | vtotal | | 3,750.00 | |
| | Non Tax-Exempt | × | | | Received | Ship | ping | | 0.00 | |
| | Purchasing Contact | no value | | | Purchasing approva prior to submitting × requisition for next | Han | dling | | 0.00 | |
| | Original Bid or Contract # | no value | | | fiscal period. | | | | 3,750.00 | |
| | Bid Code | no value | | | | Wha | at's next for my order? | | ~ | |

9. In the "Bill To" section, click the ${}^{ extsf{Q}}$ icon in the search field.

| Edit Billing | × |
|---|----|
| Bill To | |
| No address assigned | |
| Search additional Q Page 10 V | |
| Credit Card Info | |
| Billing Options | |
| Fiscal Year (Prior Purchasing approval required if selecting next fiscal year.) * | |
| Received Purchasing approva prior to submitting requisition for next fiscal period. | |
| ★ Required fields Clo | se |

| Bill To | | | |
|---|-------------------------------------|---|------------------------------|
| No address assigned | | | |
| O Connors Warner - Conn | rs State College , Accounts Paya | able, 918-463-6329, Rt 1 Box 1000, Warner, OK 74469, United States | |
| O Langston - Langston Ur | versity, Accounts Payable, 405- | 5-466-3216, PO BOX 967, Langston, OK 73050, United States | |
| O NEO Miami - Northeast | rn Okla A&M College , Accounts i | Payable, 918-540-6224, 200 I ST NE, Miami, OK 74354, United States | |
| OK Panhandle State Univ | - Okla Panhandle State Univ , Ad | | I States |
| Okmulgee IT - Institute | f Technology , Purchasing Dept , | , 918-293-5266 , 1801 E 4th, OKMULGEE, OK 74447, United States | |
| OSU Oklahoma City - 0 | ahoma State University , Purcha | asing Dept, 405-945-3292, 900 N Portland, OKLAHOMA CITY, OK 73107, United | ed States |
| O OSU Stillwater - Oklaho | na State University , University Ac | | ter, OK 74078, United States |
| O OSU Tulsa – Oklahoma | ate University, Business Affairs | s Office,918-594-8351,700 N Greenwood, Tulsa, OK 74106, United States | |
| Search additional | Q Results Per Page | 10 🗸 | < 1 of 1 > |
| | | | |
| | | | |
| Credit Card Info | | | |
| | | | |
| | | | |
| Billing Options | | | |
| Billing Options | proval required if * | × I | |
| Billing Options Fiscal Year (Prior Purchasing a selecting next fiscal year.) | proval required if * | Required | |
| Billing Options Fiscal Year (Prior Purchasing a selecting next fiscal year.) | proval required if * | Required | |
| Billing Options Fiscal Year (Prior Purchasing a selecting next fiscal year.) Received Purchasing approva equisition for next fiscal perio | iproval required if * | Required | |

- 11. Enter the email address of the person in your department the invoices need to be sent to in the "Email" field.
 - a. Please note: This step is only available to the OSU Stillwater campus.

| Edit Billing | | × |
|----------------------|--|------------|
| * Bill To | | |
| O No address assigne | ed | |
| O Connors Warner - | Connors State College , Accounts Payable , 918-463-6329 , Rt 1 Box 1000, Warner, OK 74469, United States | |
| 🔾 Langston - Langs | ston University, Accounts Payable, 405-466-3216, PO BOX 967, Langston, OK 73050, United States | |
| O NEO Miami - Nor | rtheastern Okla A&M College,Accounts Payable,918-540-6224,200 I ST NE,Miami, OK 74354, United States | |
| OK Panhandle Stat | e Univ - Okla Panhandle State Univ , Accounts Payable , 580-349-1553 , PO BOX 430, GOODWELL, OK 73939, United States | |
| Okmulgee IT - In | stitute of Technology, Purchasing Dept, 918-293-5266, 1801 E 4th, OKMULGEE, OK 74447, United States | |
| OSU Oklahoma City | y - Oklahoma State University, Purchasing Dept, 405-945-3292, 900 N Portland, OKLAHOMA CITY, OK 73107, United States | |
| OSU Stillwater | | C |
| Contact Line 1 | Oklahoma State University Add to my addresses | |
| Contact Line 2 | University Accounting | |
| Contact Line 3 | 405-744-5865 | |
| Email: * | matt.wessel@okstate.ec | |
| Address Line 1 | 304 Whitehurst | |
| City | Stillwater | |
| State | ок | |
| Zip Code | 74078 | |
| Country | United States | |
| O OSU Tulsa - Okla | ahoma State University , Business Affairs Office , 918-594-8351 , 700 N Greenwood, Tulsa, OK 74106, United States | |
| Search additional | Q Results Per Page 10 🗸 | < 1 of 1 > |
| | | |
| Required fields 🕈 | | Save Close |

12. Scroll down to the "Billing Options" section, click the drop-down arrow next to the "Fiscal Year" field and select the correct fiscal year from the list. Then click "Save".

| Edit Billing | | | × |
|--|--|---------------------|---|
| CURRENT ADDRES | s | c | |
| Contact Line 1 Contact Line 2 Contact Line 3 Email: * Address Line 1 City State Zip Code Country | Oklahoma State University University Accounting 405-744-5865 matt.wessel@okstate.ec 304 Whitehurst Stillwater OK 74078 United States | Add to my addresses | - |
| Search additional Credit Card Info Billing Options | Q Results Per Pa | ge 10 | - |
| Fiscal Year (Prior Purch selecting next fiscal yea Received Purchasing ap requisition for next fisca | asing approval required if * ar.) pprova prior to submitting al period. | © Required | - |
| ★ Required fields | | Save Close | |

13. From the "Accounting" section, click the 🖍 icon.

| ok Corral | | | | All 👻 Search (Alt+Q) | 3,750.00 USD 📜 | ♡ •22 ↓ |
|---------------------------|---|------------|-----------------------|----------------------|---|--------------------|
| Requisition • 3638594 | 4 | | | ≡ ● | 🖶 🚱 ··· Assign Cart | Submit Requisition |
| Summary Taxes/S&H | PO Preview Comments Attachments History | | | | | |
| Accounting Codes | | | | | Draft | |
| Chart | Fund | Commodity | Account | S C | orrect these issues. ou are unable to proceed until addressed. | ~ |
| no value | no value | no value | no value | | | |
| Required | 😵 Required | | © Required | R | equired: Chart | |
| Internal Notes and Attach | hments | PO Clauses | | ¥ R | equired: Fund equired: Account | |
| Internal Note | no value | PO Clauses | 2 Edit View details | Total | (3,750.00 USD) | \sim |
| Internal Attachments | Add | | | Cubte | tal | 2 750 00 |
| PO Type | no value | | | Shipp | a. | 3,730.00 |
| Work Order # | no value | | | Handl | ing | 0.00 |
| Phase # | no value | | | | | 3,750.00 |
| 150 Items | | | | ··· 🗌 👻 Wheel | a next for my order? | |

14. Click the drop-down arrow in the "Chart" section and select your Chart from the list.

| Edit Accounting Codes | | | | | | | × |
|--|--------------|-----------|---|-------------------|----------------------|------|-------|
| Accounting Codes | | | | | | | |
| Chart * | Fund * = | Commodity | | Account * 🗄 | | | |
| Organization Values 1 - Oklahoma State - General University 2 - Agricultural Experiment Station 3 - OSU Cooperative Extension 4 - OSU Institute of Technology 5 - Ctr for Veterinary Health Sciences | Province | | ~ | No Value Required | | | |
| 6 - OSU - Oklahoma City 7 - Center for Health Sciences 8 - OSU - Tulsa | | | | | | Save | Close |
| OSU-Research Foundation C - Connors State College L - Langston University M - OSU Medical Authority N - NEO A & M P - Oklahoma Panhandle State University | ilue ilue | | | | Shipping Handling | | 0.00 |

15. Click the \bigcirc icon in the "Fund" section.

| Edit Accounting Codes | | | | | × |
|---|------------|-----------|-------------|------|-------|
| Accounting Codes | | | | | |
| Chart * | Fund * = | Commodity | Account * 王 | | |
| 1 - Oklahoma State - General University | ✓ No Value | | ✓ No Value | | |
| | Required | | Required | | |
| | | | | | |
| ★ Required fields | | | | Save | Close |

16. Search for your fund by either entering the fund number in the "Value" field or fund name in the "Description" field, then click "Filter".

| Value | Purchasing | Filter |
|-----------------|---------------------------------|-------------------|
| | | Clear All Filters |
| > Page 1 of 200 | 1-20 of 4000 Results | 20 Per Page 👻 |
| Value ↑ | Description | |
| 000000-1 | Payroll Clearing Fund - Testing | + |
| 010500-1 | Change Fund-Gen Univ | + |
| 010502-1 | Architecture Change | + |
| 010504-1 | Hrad Change Fund | + |
| 010507-1 | Testing & Evaluation | + |
| 010511-1 | Hrad-Taylor'S Dining | + |
| 010512-1 | Ext Conf Coor | + |
| 010514-1 | Library Change Fund | + |
| 010515-1 | Hrad-West Side Cafe | + |
| 010517-1 | Fapc Change Fund | + |
| 010519-1 | Inventory Chg Fund | + |
| 010521-1 | Media Ctr Change Fnd | + |
| 010526-1 | OSU Speech Language | + |
| 010527.1 | OSU Ect Conference | , |

17. Select your fund from the search results by clicking the 🛨 icon next to correct fund.

| Custom Field Search | | × |
|---------------------|-------------------|-------------------|
| Value | Purchasing | Filter |
| | | Clear All Filters |
| Value 1 | Description | |
| 116350-1 | Purchasing Office | + |
| 326128-1 | Purchasing Card | + |
| | | |
| | | Cancel |
| | | |

18. Click the drop-down arrow in the "Commodity" field section and select your Commodity from the list.

| Edit Accounting Codes | | | | | | | × |
|---|------------|---|---|--|----------------------|---------------------------|------------|
| Accounting Codes | | | | | | | |
| Chart * | Fund * 🗄 | Commodity | | Account * 王 | | | |
| 1 - Oklahoma State - General University | ✔ 116350-1 | Q | | ~ < | | | |
| ★ Required fields | | Grganization V Bidgs Constr Communicat Computer So Equipment R Equipment, I Equipment, I Insurance - B | Values uctrn/Renov/Rental - Construction, Renovations, ions and Utilities - Telephone, Shipping Services ardware - Computer Hardware fytware and Services - includes Software under S ental - Machine and Equipment Rental Services Construction - Equipment, Construction nternal Use - Motor Vehicles, Agriculture Equipm uiding Property/Equipment Insurance | , Renewals a , Postage \$500 nent | | | Save Close |
| РО Туре | no value | Lab and Rese Lab/Med/Ins | earch Testing, Doctors, Lawyers, Consulting, Con structional Equipmt - Lab/Med/Instructional Equi structional Supplies - Books (Periodicals and Live | mputer Service Agreements - Lab and Research T ipmt astock / Poult | Festing, Doctors, La | Shipping | 0,00,00 |
| Work Order # | no value | Lodging/Cate Office Supplie | ering Direct Paymt - Conference Services, Cateri es - Office Supplies, Data Processing Supp | ing, Hotel | | Handling | 0.00 |
| Phase # | no value | Services, Cor Services, Oth Services, Prin Services, Prin | ntractual - Subscriptions, Memberships, Advertis ler - Financial Charges, Incentives, Royalt nting and Binding - Services, Printing and Binding dessional - Lah and Research Testing, Doctors, L | si g | | | 3,750.00 |
| 150 Items | | Services, Rep | pairs & Maint - Repairs and Maintenance includir | ng mat | • • | What's next for my order? | ~ |

19. Click the drop-down arrow in the "Account" section and select the correct account from the list. Then click "Save".

| Edit Accounting Codes | | | | | | | | × |
|---|---|----------|---|---|--------|---|------|-------|
| Accounting Codes | | | | | | | | |
| Chart * | | Fund * = | | Commodity | | Account * 王 | | |
| 1 - Oklahoma State - General University | ~ | 116350-1 | Q | Office Supplies - Office Supplies, Data Processing Supp | ~ \ | Organization Values 703010 - Off Supp-Printing 703020 - Off Supp-Kxpendable 703030 - Off Supp-Expendable 703100 - Comtr Sun D/Process | | / • |
| ★ Required fields | | | | _ | | 709268 - Part Misc-Off Supp | Save | Close |

20. If an internal note is necessary, click the *icon* in the "Internal Notes and Attachments" section.

| ok corral | | | | All 🔹 Sea | rch (Alt+Q) 3,750.00 US | sd 📜 🗢 🍋 🕻 |
|--------------------------------------|-------------------------------------|--|----------------------------|-----------|---------------------------|-------------------------|
| Requisition • 363859 | 4 | | | | 🗏 👁 🖶 🔕 ···· Assign C | Cart Submit Requisition |
| Summary Taxes/S&H | PO Preview Comments Attachments His | tory | | | | |
| Accounting Codes | | | | ø v | Draft | i II |
| Chart | Fund | Commodity | Account | | Total (3,750.00 USD) | ~ |
| 1 Oklahoma State - General Univer | 116350-1 Purchasing Office | Office Supplies Office Supplies, Data Processing Supplies | 703020 Off Supp-Non-Exp | | Subtotal Shipping | 3,750.00 0.00 |
| Internal Notes and Attac | shments | | | v | Handling | 0.00 |
| Internal Note | no value | PO Clauses 2 Edi | it View details | | | 3,750.00 |
| Internal Attachments | Add | | | | What's next for my order? | ~ |
| РО Туре | no value | | | | Next Step Fiscal Appr | oval |
| Work Order # | no value | | | | Approver Wessel, Mat | thew |
| Phase # | no value | | | | Workflow | Ľ 🖶 |

21. Type your note in the "Internal Note" text field and click "Save".

| | | _ |
|---------------|--------------------------|----------------|
| Internal Note | Type note here. | |
| | 985 characters remaining | expand clear |
| РО Туре | | Ľ |
| Work Order # | | |
| Phase # | | |

22. If you need to attach a document (quote from supplier, etc.) click "Add" in the "Internal Notes and Attachments" section.

| K CORRAL | | | | All 👻 Sear | rch (Alt+Q) 3,750.00 USD | ♥ 1 |
|---------------------------------------|--------------------------------------|---|----------------------------|------------|----------------------------|------------------|
| Requisition • 363859 | 4 | | | | 🚍 👁 🖶 🔕 \cdots Assign Cart | Submit Requisiti |
| Summary Taxes/S&H | PO Preview Comments Attachments Hist | ory | | | | |
| Accounting Codes | | | | ø v | Draft | |
| Chart | Fund | Commodity | Account | | Total (3,750.00 USD) | |
| 1 Oklahoma State - General Univers | 116350-1 Purchasing Office | Office Supplies Office Supplies, Data Processing Suppl | 703020 Off Supp-Non-Exp | | Subtotal | 3,750. |
| Internal Notes and Attac | nmente | PO Clauses | | | Shipping | 0 |
| Internal Note | Type note here. | PO Clauses | 2 Edit View details | | rianing | 3,750 |
| Internal Attachments | Add bbA | | | | What's next for my order? | |
| РО Туре | no value | | | | Next Step Fiscal Approval | |
| Work Order # | no value | | | | Approver Wessel, Matthew | |
| Phase # | no value | | | | | |

23. Select your attachment(s) by either clicking "Select files..." and browsing for your file or clicking and dragging your file into the area that says, "Drop files to attach, or browse". Then click "Save Changes".



24. Once you have all your information entered (all fields in the "Correct These Issues" will be gone), review all information to insure it is correct, then click "Submit Requisition".

| CORRAL | | | | | | All - Sea | rch (Alt+Q) 3,750.00 USD 📜 | ♥ 92 |
|-------------------------------|---------------------------------|-------------------------------------|-----------------------|---|--|-----------|-----------------------------|--------------------|
| equisition • 36 | 38594 | | | | | | ≡ ● ● ● ● | Submit Requisition |
| Summary Taxes/ | S&H PO Preview Comments Attachm | ents 1 History | | | | | | |
| General | ø | Shipping | | ø | Billing | ø v | Draft | |
| Cart Name | 2022-10-31 wesselm 01 | Ship To | | | Bill To | | Total (3,750.00 USD) | ` |
| Description | no value | Attn: Matthew Wesse | el | | Oklahoma State University | | Subtotal | 3,750.0 |
| Requestor | Matthew Wessel | Room/Blg 123 Dept 100408 - Purch | asing | | University Accounting 405-744-5865 | | Shipping | 0.0 |
| Priority | Normal | OK State Univ 1224 N BOOMER RD | | | Email: matt.wessel@okstate.edu 304 Whitehurst | | Handling | 0.0 |
| Shopper | Matthew Wessel | STILLWATER, OK 740 United States | 78 | | Stillwater, OK 74078 United States | | | 3,750.0 |
| Employee Family | × | | | | | | What's next for my order? | |
| Owned Business | ^ | Delivery Options | | | Credit Card Info | | Next Step Fiscal Approval | |
| Certificate of | × | Expedite | × | | No credit card has been assigned. | | Approver Wessel, Matthew | |
| Completion | | Ship Via | Best Carrier-Best Way | | Billing Options | | | |
| Non Tax-Exempt | × | Requested Delivery | no value | | Fiscal Year (Prior Purchasing approval 22 | | Workflow | Ľ 🖶 |
| Purchasing Contact | no value | Date | no value | | required if selecting 2022 next fiscal year.) | | Show skipped steps | |
| Original Bid or Contract # | no value | | | | Received Purchasing approva | | Draft | |
| Bid Code | no value | | | | prior to submitting X requisition for next | | Matthew Wessel | |
| Campus Code | 1 | | | | fiscal period. | | Banner Budget Authorization | |

a. If you need to assign your cart to your department's designated requester proceed to step 25.

25. To assign your cart to a requester, click "Assign Cart"

| k Corral | | | | | | All 👻 Sea | rch (Alt+Q) 3,750.00 USD | ∞ 🔊 🕯 |
|-----------------------------------|---------------------------------|---------------------------------------|-----------------------|---|---|-----------|---------------------------------------|--------------------|
| Requisition • 36 | 38594 | | | | | | Assign Cart | Submit Requisition |
| Summary Taxes/ | S&H PO Preview Comments Attachm | ents 1 History | | | | | | |
| General | ø | Shipping | | ø | Billing | ø v | Draft | |
| Cart Name | 2022-10-31 wesselm 01 | Ship To | | | Bill To | | Total (3,750.00 USD) | ~ |
| Description | no value | Attn: Matthew Wess | el | | Oklahoma State University | | Subtotal | 3,750.00 |
| Requestor | Matthew Wessel | Dept 100408 - Purch OK State Univ | asing | | University Accounting 405-744-5865 Email: matt.wessel@okstate.edu | | Shipping Handling | 0.00 |
| Priority | Normal | 1224 N BOOMER RE STILLWATER, OK 74 | 078 | | 304 Whitehurst Stillwater, OK 74078 | | | 3,750.00 |
| Shopper | Matthew Wessel | United States | | | United States | | | |
| Employee Family Owned Business | × | Delivery Options | | | Credit Card Info | | What's next for my order? | ~ |
| Certificate of Completion | × | Expedite | × | | No credit card has been assigned. Billing Options | | Approver Wessel, Matthew | |
| Non Tax-Exempt | × | Ship Via Requested Delivery | Best Carrier-Best Way | | Fiscal Year (Prior Purchasing approval 22 | | Workflow | C 🖶 |
| Purchasing Contact | no value | Date | no value | | required if selecting 2022 next fiscal year.) | | Show skipped steps | |
| Original Bid or Contract # | no value | | | | Received Purchasing approva | | Draft | |
| Bid Code | no value | | | | prior to submitting X requisition for next | | Matthew Wessel | |
| Campus Code | 1 General University | | | | fiscal period. | | Banner Budget Authorization Future | 100 |

26. Click "Search for assignee".



27. Search for your requester by entering information in the search criteria fields provided and clicking "Search".



28. Click the + icon next to your requester's information.

| User Search | | | | × |
|-----------------------|-----------------------|--------------------------|-----------------|--------|
| New Search | | | | |
| Name ↑ | User Name | Email | Phone | Action |
| JOHNSON, KYLE W | kwjohns_local | kyle.johnson@okstate.edu | +1 405-744-5977 | + |
| JOHNSON, KYLE WILLIAM | kyj | kyj@okstate.edu | +1 918-810-5576 | + |
| Johnson, Kyle | kwjohns_local_limited | kyle.johnson@okstate.edu | | + |
| Johnson, Kyle | kwjohns | kyle.johnson@okstate.edu | +1 405-744-5977 | + |
| | | | | |
| | | | | Close |
| | | | | 0.000 |

29. You can add a note to the assignee buy entering it in the "Note to Assignee" text field, then click "Assign".

| Assign Cart: User S | × | |
|---------------------|-------------------------------------|-------|
| Assign Cart To: | Johnson, Kyle SELECT 👻 or SEARCH | |
| Note To Assignee: | Type note here. | 1 |
| | Assign | Close |

30. You have completed your requisition.