Adding Details to Shopping Carts

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Adding Details to Shopping Carts & Requisitions

• Before a shopping cart becomes a requisition, the Shopper can add important information about the purchase. For example, the Shopper can provide the business justification, attachments and notes.
• Once the Shopper has clicked “Proceed to Checkout” and the cart has become a draft requisition, they can add their shipping information.

This guide will illustrate how to add basic details to your carts and requisitions:
• **Punch-out Catalog specific**
• **Non-Catalog Specific**
• **Shipping Addresses for all Requisitions**
Punch-out Catalog Carts
When your cart returns to UDX from the punch-out catalog, you can add notes:

Expand Item Details.
This will expand the information for item. There are options available to add **Internal/External notes**.

Add an **Internal Note** so your Requester or Approvers know why the item is being ordered and if there are any special instructions for the Approvers.

For Catalog orders, *do not* utilize the **External Notes** field since the supplier may not be set up to receive and act on messages sent with electronic orders. Instead, contact the supplier directly with any questions.
Non-Catalog Carts
On Non-Catalog orders, the supplier will be able to receive and review anything in **External Notes**. **Internal Notes** are still for anyone at UD to review.

Changes are saved automatically when you move out of the field!
Shipping Addresses - All Requisitions
To complete a missing Shipping Address:

Click **Proceed to Checkout from the cart**

*Then click the **Pencil Icon** in the Shipping section of the draft requisition.*
If you have saved favorite shipping addresses to your Profile, you can select one from the Ship to menu.

Complete the required Attn and Room fields.

Click Save.
If you have not saved any favorite shipping addresses to your Profile, you can add an address:

Search for a key word in the Search Box.

Matching items will prefill or click the Magnifying Glass Icon.
Your shipping address is never complete without Attn: and Room: completed!

Select the **address** you want from the list of results.

You may also check the “Add to my addresses” box so it comes up as an option the next time.

You may then give it a **nickname** and make it your **default address** if this is where most of your orders should be delivered.

Click **Save**.
You can now see the selected address under the Shipping section
Questions:
  • procurement@udel.edu

Resources:
  • Procurement Services Website
  • Processing Assigned Shopping Carts
  • Setting Up Ship-to Addresses
  • Shipping to Home Addresses