What’s different in UD Exchange?

**Required SpeedType**

Previously, the person authorized to make the purchase would also be doing the shopping.

UD Exchange allows “shoppers” without purchasing authority to do the shopping, giving the cart to someone who can complete the purchase.
Adding Details to Shopping Carts

• Before the cart becomes a requisition, the shopper can add information that helps the requester. For instance, the shopper may not know accounting details, but does know who the items are for and where they should be shipped.
• The shopper can also add internal or external notes regarding the items
• This guide will illustrate how to add these details to your shopping cart
When the shopper’s cart returns from the punch-out catalog, notes can be made by clicking **Show line details**.

### Supplier / Line Item Details

**DELL COMPUTER SLG SALES**

ASAP SOFTWARE

1 DELL WAY, BLDG 8, ROUND ROCK, TX 78682-7000 US

The item(s) in this group was retrieved from the supplier’s website. **What does this mean?**

Need to make changes? [MODIFY ITEMS]  [VIEW ITEMS]

Item(s) was retrieved on: 7/6/2020 6:27:12 PM

Line(s): 1, 2, 3

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Catalog No</th>
<th>Size / Packaging</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Altaratek Large Print Tri-Color Illuminated USB Keyboard - Keyboard - backlit - USB</td>
<td>A9919843</td>
<td>EA</td>
<td>28.37</td>
<td>1</td>
<td>28.37 USD</td>
</tr>
<tr>
<td>Kensington Duo Gel Keyboard Wrist Rest - Keyboard wrist pillow - blue</td>
<td>A8803360</td>
<td>EA</td>
<td>15.47</td>
<td>1</td>
<td>15.47 USD</td>
</tr>
</tbody>
</table>

**Supplier subtotal**

67.91 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

**Subtotal**

67.91 USD

**Total**

67.91 USD
This will expand the information about each item. To add an internal note, click **add note**.
This way, the requester and approvers know why the item is being ordered.
1. On non-catalog orders, such as those built from quotes, the supplier will be able to receive and review anything in **External Notes**.
2. **Internal Notes** are still for anyone at UD to review.
To complete a missing Shipping Address:

- Click **Proceed to Checkout from the cart**
- *Then* click the **Edit** button in the Shipping section of the requisition.

Shipping Addresses cannot be added from the shopping cart and must be added from the requisition if not defaulted from the user’s profile.
1. If you have saved favorite shipping addresses to your Profile, you can select one from the **select from your addresses** menu.

2. Complete the required **Attn** and **Room** fields.

3. Click **Save**.
Alternatively, if you have not saved any favorite shipping addresses to your Profile, you can click the blue **select from org addresses** link to search UD shipping addresses.
1. Enter search criteria into the Nickname/Address Text field of the Address Search window.

2. Click Search.
Find the address you want to ship to from the list of results.

Click Select.
1. Complete the required **Attn** and **Room** fields.

2. If you would like to save the address as a favorite, check the **Save this address for future use** box.

3. Click **Save**.
A green check mark will indicate that the section is complete.
Resources

Procurement Services
procurement@udel.edu

See also “Processing Shopping Carts” for full Requester training