SHOPPER EMARKET TRAINING

THIS JOB AID IS <u>NOT</u> FOR DEPARTMENTAL REQUESTERS; THOSE THAT HAVE THE FSU_PO_REQUESTER ROLE IN OMNI. IF YOU CAN CREATE REQUISITIONS, YOU NEED TO CLOSE THIS JOB AID AND USE THE ONE TITLED "EMARKET REQUESTERS".

If a Requester goes into the EMarket through the Shopper portal, their departmental Shoppers cannot see their name in the list of assignees to assign a cart to them. Requesters should not use these instructions in this job aid to enter the EMarket!

This job aid is for those with the FSU_PO_SHOPPER ROLE in OMNI. The FSU_PO_SHOPPER ROLE allows you to create shopping carts and assign the carts to your departmental Requesters to process a requisition for the items.

SPECIAL NOTE: YOU MUST HAVE THE FSU_PO_SHOPPER ROLE ASSIGNED TO YOUR USERNAME IN OMNI BEFORE YOU CAN SEE THE "ASSIGN CART" FUNCTION IN THE EMARKET. TO OBTAIN THIS ROLE, SUBMIT AN EORR (ELECTRONIC ON-LINE ROLE REQUEST), WHICH IS AVAILABLE ON THE OMNI PORTAL PAGE.

NOTES: Every employee at FSU will be given the "Shopper View Only" role with no capability to assign carts. If you sign in, create a cart, and don't have the link to Assign carts as reflected in this document, you need to enter an e-ORR (on-line role request) to obtain the FSU_PO_SHOPPER role and when approved through your supervisor and then Purchasing Services, you will then have access.

There are two types of catalogs to use when shopping in our EMarket. Hosted catalogs are those that are uploaded directly via Excel and the Shopper will see a list of items that are contained in the catalog. To see pictures, Shoppers will need to click on the URL for a picture of these items. You can compare items when using Hosted catalogs. When using these catalogs, you never leave the OMNI EMarket. Shoppers can save favorites using hosted catalogs. Punch-out catalogs are larger catalogs and when selected, the Shopper will go into the vendor's actual web site. You create a cart in that site, then "checkout" or "submit" the cart, sometimes called "requisition", back into OMNI EMarket, and then you save the cart there. Punch-out catalogs do not allow Shoppers to save favorites.

End users/requesters should not contact vendors regarding order delivery status in the EMarket module. Contact Purchasing Services to research the order for you if there is an issue with any order.

If you and your requesters are paid from different department ids, you need to have the Purchasing EMarket Administrators add more Dept IDs to your profile to link you up with your department requesters. You can send an email to <u>nmilburn@fsu.edu</u> or <u>pwsullivan@admin.fsu.edu</u> with the list of requesters you need to have linked up with your profile.

Let's go shopping!

SHOPPING AND ASSIGNING A CART FROM A PUNCH-OUT CATALOG

This part of the job aid shows you how to create a shopping cart and assign it to a Requester in your department from a **Punch-out Catalog**:

Sign in to OMNI.

Click on the OMNI EMarket link in the box with the shopping cart.

Employee Central 🙋 🖻	OMNI FINANCIALS 8.9
Inancials Links to employee functions within the financials system. Expense Reports Travel Authorizations	Financials 8.9 Access OMNI Financials 8.9
HR / Payroll Access Human Resources and Payroll functions Benefits Summary Concensation History Direct Depast Job Opening Search/Application Prevention History Direct Depast Deb Opening Search/Application Personal Information Summary Timesheet W-4 Information	HCM 9.0 C MNI HCM 9.0 Access OMNI Human Resources 9.0 OMNI e-Market C
Resources and Applications Links to supporting materials including departmental websites, reporting functions, applications and helpdesk resources. Budeat Office Controller Human Resource FSU theb Desk Purchasing Travel	OBI Reporting Coll Reporting Image: Coll Reporting Coll Rep
o OPP Opline Pole Pequeets	- FSU Help Desk 🛛 🖓 🗖
Submit Online Role Request Approve Online Role Request Approve Online Role Request	FSU Help Desk FSU's Technology Services Help Desk. Research help topics or submit an online help request.
Job Aids Image: Approve Role Request Job Aid Approve Role Request Job Aid	Business Objects XI
	Business Objects XI Use this reporting tool to reach Business Objects reports.

Notice the two categories of catalogs; Hosted and Punch-out. When you find the vendor you want to purchase, click on the icon for that vendor to enter their site. In this example, Grainger is selected.

Hosted CatalogSu	ppliers				?
Agilent Technologies	Steenew .	DADE Paper	Fisher Scientific	AVI 🐟 SPL	Lowe's
Marpan Supply Company, Inc.	BioLabs.				
Showcased Service	es				?
Business Cards, Stationary, Envelop					
Punch-out				\frown	?
Office paper		Dell	TIG Technology	GRAINGER.	
Airgas South	HENRY SCHEIN*	Perkintimer'	SIGMA-ALDRICH	IN TERMATIONAL	Perdue Steelcase Dealer / Furniture
é	FASTENAL	#FERGUSON	Herman Miller Punchout & cXML PO test		

When you get into the catalog, either enter a description of what you want to buy or click on a category. For this example I will use a description.



Find the item you want to purchase, enter the quantity in the box and click the "Add to Order" button.

NOTES: Lines are limited to 99 for any shopping cart in the catalogs. Be very careful however, because it may time out when trying to submit cart to OMNI. If you have a large order to process, periodically, after ordering 5-10 items, it is a good idea to go through the checkout process and when you get back into the FSU EMarket site, click "Save" to save your cart. Then you can click "Continue Shopping" to go back into the vendor's site and add more items.



Item # Qty. Description Brand Mrr. Model # Ship Availability P Your Price Price Price Remove Price •	Contin	ue Shopping Clear Re	quisition						(Continue
Image: Salar start star		Item #	Qty.	Description	Brand Mfr. Model #	Ship Qty.	Availability ?	Your Price	Extended Price	Remove
Support Langer Support		5AJ37 View Larger	5	Leather Gloves, Patch Palm, XL, PR >More Details Country of Origin: China	CONDOR 5AJ37	1	Typically in Stock	\$3.00	\$15.00	8
If you changed quantities, cick to Update to durate availability is reak-line and adjusted continuously. This product will be reserved for you when you complete your order. If your organization requires order approval, the product will be reserved coc Granger receives the final approved order based on product availability at that time. Subtcal 564.06 SHARED LISTS Select Tam, then add to a Shared List [7] Select Tails or Cochinger Co		1N874 View Larger	5	Shop Apron, Blue, 36in. L, Denim >More Details Country of Origin: India C	CONDOR 1N874	1	Typically in Stock ?	\$9.80	\$49.00	٥
roduct availability is real-line and adjusted continuously. This product will be reserved for you when you complete your order. If your organization requires order approval, the product will be reserved for group of the product availability at that time. Subtotal \$64.00 SHARED LISTS Select time, then add to a Shared List [2] More List Name Inter New List Name Add to Shared List							If you	i changed qua	ntities, click to	Update
Select a List • OR Enter New List Name (Add to Shared List • Centinue)	roduct a nce Grai	vallability is real-time and a	idjusted contir	uously. This product will be reserved for you when assed on product availability at that time.	you complete your (order. If ye	our organization requires orde SHARED LIS Select items, t Most users fir efficient.	er approval, the TS hen add to a S d lists of 60 ite	e product will b Subto nared List ? ms or less to b	e reserved tal: \$64.00 e the most
Enter New List Name Add to Shared List Continue							Select a List	OR	•	
(Add to Shured List) Continue							Enter New Lis	t Name		
Continus							Add to	Shared List		
										ontinue

Continue to search and select items needed and when completed, click the "Continue" link. The system will take you through the checkout process. Each catalog is a bit different, so follow the prompts when checking out. For Grainger, you select "Submit Requisition".

			THIS IS A TEST	ENVIRONMENT Hello, Florida State Universit	y Chat Unavailable Help quisition Form: (2) Items
PRODUCTS	RESOURCES	SITE FEATURES	 All Products Custom Catalog 	Enter keyword or part number	Search
Lists Shared (1)	Quotes Active Quotes (6)				
Requisition C	Confirmation				
Thank you for visitir	ng Grainger's Online C	atalog.			
You are about to tra These items will no	ansfer items to your int ot be shipped until app	ernal procurement system. roval is received from your procure	ement system provider.		
For customer servi	ce, please contact Cus	tomer Care at 1-877-202-2592 or	email us at eprocustomercare@)grainger.com.	
To complete this p	ortion of the process, c	lick Submit Requisition.			
Edit Requisition		Submit Requisition			

When you get the cart back in the FSU EMarket, be sure to click "Save".



Now that you have saved your cart, to get it ordered, you must assign it to one of your requesters in your department. To find a requester, click on the "Assign Cart" link. A box will pop up, and then you click on "Search for an assignee".

hon	ping Cart		Ocontinue Shop	Assign Cart			?	x
iop				Assign Cart To:	Select from Search for a	profile values n assignee		
cart;	2013-12-20 NMILBORN	01		Note To Assignee:				
made	changes? Save		🔒 🗵 Help 🛛 Empty ca					
	Grainger 🖬 more i	nfo					expand cle	ear
	Fulfillment Address 1			Note: After a cart is	submitted, i	t can be viewe	d via History.	
	100 Grainger Parkway, L	ake Forest, IL 6004	5 US	Prior to being subm	nitted, the ca	rt can be viewe	d in Draft Cart	s
c) in th	vis aroun was retrieved fr	om the supplier's	website What does this mean?	and can be unassig	ned (withdra	wn) if needed.		
5) 111 01	iis group was retrieved ii	on the suppliers	website, what does this mean.		Assign	Cancel		
make c	changes? MODIFY ITEM	IS VIEW ITEMS	Item(s) was retrieved on: 12/20/2				_	-
2, 3								
	Product Description				Unit Price	Quantity	Total	
d on	Leather Palm Glov	ves, Leather Pal	m Material Cowhide, Leathe	er Palm Type	1.28 USD	5	6.40 USD	
2015	Split, Striped Cott	on Back Mater	ial, Safety Cuff, Size XL, Cold	or Gray, Grade	EA	Update		
e	of Leather C/D, Li	ning Unlined, G	Sunn Cut, Wing Thumb Style	e, Polyester				
		Lafe /Diales Lie	the second s					
	Stitching Material	, Lett/Right Ha	· +					
	Stitching Material Part Number	5AJ37	· •					
	Stitching Material Part Number Manufacturer Info	5AJ37 5AJ37 - (CONDO	! ⊕ - R)					

This search box pops up and you can then select a Dept Id from the drop down menu or you can search by a last name of the departmental requester. All users will only have the first three numbers of your default Dept ID that you are paid from in HR on the list. More may be added as required.

NOTE: If you need more Dept IDs because your Requesters are paid from a different Dept ID, you must email <u>nmilburn@fsu.edu</u> or <u>pwsullivan@admin.fsu.edu</u> with the names of those requesters you need added.

Dept Id search.....

🖉 User Search - Windows Internet Exp	lorer	
		Close
	User Search	?
First Name		
Last Name		
Email		
Department		
Position	007	
Results per page	062	
	074 084 Search	
	225	
		7

When you select a Dept ID to use, the list of requesters that are also linked with that Dept ID will show up on the list. Select the name on the list you want to assign this cart to and click "Selected".

Attps://usertest.sciquest	.com/?returnFunctior	n=setNextAssignee&permissions=Perm_PrepareRe	qForAno - \	Windows Internet E		x
New Search					Close	Î
Results per page 10	•	Users meeting the search criteria: 13		🔳 Page 1 💌	of 2 🕨 📍	
Name 🔺	User Name 🗠	Email		Phone	Action	
Bull, Daniel	DBULL	ps_invalid_email@admin.fsu.edu	+1	(850) 644-9720	[select]	
Cordell, Myrtice	JCORDELL	JCORDELL.ps_invalid@admin.fsu.edu	+1	(850) 644-9730	[select]	
Feldman, Marcia	MFELDMAN	MFELDMAN.ps_invalid@admin.fsu.edu	+1	(850) 645-1754	[select]	
Johnson, James	JCJOHNSON	ps_invalid_email@admin.fsu.edu			[select]	Ε
Kling, Tonya	TKLING	TKLING.ps_invalid@admin.fsu.edu	+1	(850) 645-5637	[select]	
Lybbert, Nicholas	NLYBBERT	NLYBBERT.ps_invalid@admin.fsu.edu	+1	(850) 645-2789	[select]	
Milburn, Nancy	NMILBURN	NMILBURN.ps_invalid@admin.fsu.edu	+1	(850) 644-9725	[select]	
Miller, Geneva	GAMILLER	GAMILLER.ps_invalid@admin.fsu.edu	+1	(850) 644-9723	[select]	
Rivers, Wilma	WRIVERS	WRIVERS.ps_invalid@admin.fsu.edu	+1	(850) 644-9728	[select]	
Sullivan, Phyllis	PWSULLIVAN	PWSULLIVAN.ps_invalid@admin.fsu.edu	+1	(850) 644-9726	[select]	
Results per page 10	•			🔳 Page	1 💌 of 2 🕨	

IMPORTANT NOTE: If you cannot find a Requester that you should be able to see, or that you were able to assign carts to before, they may have entered the EMarket through the Shopper Portal and that makes them "invisible" to you. Contact that Requester and have them enter the EMarket through Financials>Create Requisition to rectify the problem. Then try your search again and they should be there.

Once a cart has been assigned, **only** the Shopper and the Requester assigned the cart to can unassign or reassign (respectively) the cart. It is up to the Shopper to insure the requester he/she sends it to is available to process the requisition for your cart prior to assignment.

🖉 Create Requisition - Windows	Internet Explorer									
🚱 🕤 👻 🙋 https://financials.or	nni.fsu.edu/psp/sprdfi/EMPLOYEE	(ERP/c/PV_MAIN_MENU.PV_REQ_ENTF	RY.GBL?FolderPath=PORTAL_ROO	T_OBJECT.E	PCO_EPROCU	REMENT.EP_PV_RE 🛩 🔒	🐓 🗙 Sear	ch the Web		1
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> oo	ls <u>H</u> elp									•
🚖 🏟 🌈 Create Requisition							💧 • 🖻	- 🖶 -	🔂 Page 👻 🌍 Tools	
ALL DO						SEARCH FLO	RIDA STATE			
THE FLOR	IDA STATE UN	IVERSITY				Web	*	Search	GO	1]
1851 Welcome! MILBUE	NALS RN, NANCY Wednesday, Fe	bruary 2, 2011					Home Wo	orklist Fav	orites Sian Out	
Menu 🖃									-	
	Nancy Milbur					2011-	02-02 NMILB	URN 01 5	item(s), 167.00	JSD
FSU File Directory Locations	Cart - Dra	aft Carts				Search for C	atalog No. (SKl	J) 🔽 📃		Go
▷ FSU PO to DOCS Interface ▷ FSU ePro Workflow	home/shop	favorites			history	pro	file	1	customize	AAA
▷ FSU MBE Reports	active cart draft carts	favorites my recent car	ts		_		_	_		?
- Manage Requisitions									Continue Shop	ping
- <u>Receive Items</u> - <u>Reports</u>	*1						Assign Cart		2	x
- Administer Procurement	Shopping C	art				Assign Cart To:	Phyllis Sulliva	an an file undur		1
Requisition Summary	A			Save			Search for an	assignee		- 11
There are no lines on this request.	Cart Name	2011-02-02 NMILBURN 01	Please include additional	add note	e	Note To Assignee:			~	- 11
Please add new line in order to save this requisition.	Description	Paper for Dean	into about order here						~	- 11
Total Lines: 0	Priority	Normal 🐱				Notos Aftor a cart in subr	nitted it can be	a viewad viz	expand clear	oing
Total Amount (USD): 0			Supplier / I	ine Item.	Details	submitted, the cart can b (withdrawn) if needed.	e viewed in Dr	raft Carts ar	id can be unassigne	ed g
	Show line details					(Assign	Cancel		-11
	Fulfillment Address 1	more info				ro Number		ue masigned		
	The item(s) in this group	sca, IL 60143 US was retrieved from the supplier's	s website. What does this me	an?						
	Need to make changes? Line(s): 1	MODIFY ITEMS VIEW ITEM	S Item(s) was retrieved o	n: 2/2/201:	1 1:41:54 PM	1				
	Product Descript		2 w 11 White 02 U C 1041	C	atalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
	Lb more info	-apel - 3020 BT CARTON - 6-17	2 X 11 , White, 52 0.3, 104	C	CTN	01	55.40	5 C1	107.00 030	
							Supplier sul	btotal	167.00 USD	
							Subtotal		167.00	
							Total		167.00 USD	
				Save						
							Proceed to	Checkout	or Assign C	art
						-				
							S Loc	al intranet	100% 🔍	•

Example of a search using name of requester.....

		Close
	User Search	
First Name		
Last Name	sullivan	
Email		
Department	×	
Position		
Results per page	10 💌	
	Search	

Click search to find the Requester. When you find the Requester you want to assign the cart Click "select".

New Search					Close
Results per page	10) 🔻	Users meeting the search criteria: 1	🔳 Page :	L of 1 🖹 ?
Name	•	User Name	Email	Phone	Action
Sullivan, Phyllis		PWSULLIVAN	PWSULLIVAN.ps_invalid@admin.fsu.edu	+1 (850) 644-9726	[select]

Once a Requester is selected, the system will take you to the below page and you will see the Requester's name on top. Before assigning the cart, enter the budget information and any other notes you may have for the Requester. Click on the Assign button to complete the assignment process.

Assign Cart		?	X
Assign Cart To:	Phyllis Sullivan Select from profile values Search for an assignee Add to Profile		
Note To Assignee:	Please charge to budget 027000-620		
	expand clear		
Note: After a cart is submitt viewed in Draft Carts and ca	ed, it can be viewed via History. Prior to being submitted, the cart can be unassigned (withdra wn) if needed.	an be	

Congratulations! You have saved your cart to the selected Requester! You can click on the shopping cart to purchase more items from another vendor or click "Return to OMNI" to get out of the EMarket. You can also sign out as needed.

Shopping Car	Information		?
Cong	gratulations! Yo	our cart was successfully assigned for further review.	
At this point, submitted by requisition h You included	you can view th / the assignee. A istory search. I the following r	he cart in your draft carts list and can unassign it, if needed, unti After a cart is submitted by the assignee, you can view it via note for the assignee:	I
	Please charge	to budget 027000-620	
You have assig browser.	gned the shopping	g cart to another user. At this time, you may close this frame or the	
Cart name		2013-12-20 NMILBURN 01	
Cart total		75.77 USD	
Number of	line items	3	
What would Search Check Return Create 	you like to do n for another iter the status of an to your home p new draft cart	ext? Here are links to some common actions. n order bage	

CREATING AND ASSIGNING A CART IN A HOSTED CATALOG

This part of the job aid shows you how to create a shopping cart and assign it to a Requester in your department from a **Hosted Catalog**. The Hosted catalogs are the group of icons listed in the top box of the Home page. These catalogs will provide a list of the items, but do not take you into the vendors web sites as Punch-out catalogs will.

Sign in to OMNI.

Click on the OMNI EMarket link in the box with the shopping cart.



This is the Home page for the catalog search.

To search in a Hosted catalog, click in the search box at the top of the page. If you want to get the advanced search, click on that link under the top line.

ñ	POWN	Nancy Milburn 🔻 🛛 ★ 🛛 Action Items 🗍 Notifications 🚺 🎽 0.00 USD 🗠
Ì	The shop Shopping Dashboard Shopping H	iome) Home/Shop 🔁 Return to myFSU
٩	Shop Everything	•
	Go to: advanced search	favorite forms non-catalog form quick order = browse: suppliers categories chemicals Hosted CatalogSuppliers ?
	plems/issues using this site, co	Aglient Technologies DADE Paper @Statesing AVISS-SPL
		Marpan Supply Company, Inc.
		Showcased Services ?
		Business Cards, Stationary, Envelop
		Punch-out ?
æ		

This is the search box opened up.

Shop Shopping	Dashboard Shopping H	ome Home/Shop					🔁 Return to my
	Advanced Search	Everything	•			simple search	
	Find Results That H	ave:					
	Part Number (SKU		1	Manufacturer Name			
	Other Options						
	Exact Phrase		ŧ	Exclude Words			
	Any of These Word	is					
	Custom Attributes	8					
	Go to: simple search	favorites forms non	-catalog form q	uick order Browse: su	ppliers categories	chemicals	J
		Hosted Catalog	Suppliers				
Desk for imm	nediate assistanc	Agilent Technologies	19 2000	DADE Paper	@ Literian.	AVI SPL	Lowes

Enter the description of the item you want to find in the box. You can use different search criteria to find items or find a vendor. The below example uses an item description.

Advanced Search	Everything -]	simple search
Find Results That Ha	ve:		
All of These Words	3500 lumens	Supplier	
Part Number (SKU)		Manufacturer Name	
Other Options			
Exact Phrase		Exclude Words	
Any of These Words			
Custom Attributes			
Core List 🎓	Se	Hide Advanced Search on a	search results 🗖

Click "Search" to obtain search results.

The search may include items from a Punch-out catalog if the supplier has that capability. Below is an example of an item that is available from multiple suppliers, TIG and Fastenal are punch-out suppliers and AVI is a hosted catalog. The filters on the left can be used to limit the items in your search.

Note: The first arrow is pointing to the vendor name. When "Order from Supplier" is on the far right that means the vendor is a Punch-out vendor and you have to enter their site to order. Before leaving this page, write down the item number so you can search easily once you get to that site. The last arrow shows that this is a Hosted vendor and you can enter a quantity and click "Add to Cart" to order from this page if this is the item you need.



For this example, the item needed is from AVI, so the filter will eliminate the other vendors' items. To use the filters, click the filter icon and then select the vendor or vendors.



When the "filter" button is clicked the results will reflect only those items from that vendor.



Note that when you enter the quantity and click on Add to Cart, you see the message that the items are added and you can click the link to view your cart. Your cart can also be accessed by clicking on the shopping cart at the top right of your page. When you are done adding items to your cart, be sure to check "Save".

OMNI P. Market			Nancy Milburn 🔻	🖈 🛛 Action Items	Notificatio	ons 🚺 🗎	2,959.98 USD
📜 Shop 👌 My Carts and	Orders 👌 Open My Active	Shopping Cart $oldsymbol{ abla}$ $ig angle$	Cart - Draft Carts				🔁 Return to myFSU
📜 Shopping	Cart for Nancy M	lilburn	④ Continue Shop	pping	2 Iter	m(s) for a tota	of 2,959.98 USD
Name this cart: 2013-1	2-20 NMILBURN 01			Proc	eed to Che	ckout or	Assign Cart
Have you made charges	? Save	E - SPI more inf	🗟 🖓 Help Empty o	cart Perform an a	action on (0 i	items selected)	💌 Select All 🔲
AVI SPL Fulfillm	ent Address 1						
	Product Description			Uni	t Price	Quantity	Total 📃
Item added on Dec 20, 2013	3500 Lumens, Pro	Series, XGA Pro	jector, 3D	1,479	9.99 USD	2	2,959.98 USD 🔲
Add to Favorites	Part Number	XJ-H1600			EA	Update	
Remove	Manufacturer Info	XJ-H1600 - (Casio)					
More Actions 🔻	Commodity Code	45111603					

Now you can assign the cart using the same process as outlined in the punch-out cart assign section above.

HOW TO UNASSIGN A CART AND ASSIGN TO A DIFFERENT REQUESTER

Click on the Shopping Cart on the left of the page, then "My Carts and Orders". Draft Carts tab and find the cart that was assigned to a requester that needs to be changed or corrected.

	Shop		Alt + P
• • •	Shopping My Carts and Orders Admin	Shopping By Keyword Dashboard Shopping Home Go To Advanced Search View Favorites View Forms Non-Catalog Form Quick Order Browse By Suppliers Categories Chemicals	٩
		AVI SPL Agilen	ıt

Then open "View Draft Shopping Carts" to find the assigned cart that needs to be unassigned and deleted or reassigned.



Click the Unassign button on the right which will bring you back into the cart.

ñ	OMNI		Nancy Milbur	n 🔻 🛛 ★ 🛛 Action Items	Notifications 2	📱 0.00 USD 🛛 🔍
- J	E-Market					1
	📜 Shop 👌 My Carts	s and Orders $~~ angle~~$ View Draft Shopping Carts $oldsymbol{ abla}~~ angle~~ angle~~ angle$	hopping Cart - Drafts			🔁 Return to myFSU
	Create Cart					
	Assign Substitute					
	My Drafts Assign	ned to Others				legend ?
	My Drafts Assign View Cart	ned to Others Shopping Cart Name	Date Created	Assigned To	Total	legend ? Unassign
	My Drafts Assign	ned to Others Shopping Cart Name ≅ 2013-12-20 NMILBURN 01	Date Created 12/20/2013	Assigned To Wilma Rivers	Total 2,959.98 (SD	legend ? Unassign Unassign

Then you can reassign the cart to a different Requester to get this cart processed using the method outlined in the previous pages.

Shop My Carts and	Orders Open My Active	Shopping Cart 🗢 🔷 Cart -	Draft Carts			Return to myFSI
Shopping	g Cart for Nancy N	1ilburn	Continue Shopping	2 It	em(s) for a to	tal of 2,959.98 use
Name this cart: 2013-	12-20 NMILBURN 01			Proceed to Ch	eckout o	r Assign Cart
Have you made change	s? Save	a 1	Help Empty cart	erform an action on (0 items selecte	ed) 🔻 Select All
AVI SPL Audi Fulfillm	o Visual Innovation ent Address 1	ns - SPL more info				
AVI SPL Audi Fulfillm	o Visual Innovation ent Address 1 Product Description	ns - SPL more info		Unit Price	Quantity	Total 📄
AVI SPL Audi Fulfilm Item added on Dec 20, 2013	o Visual Innovation ent Address 1 Product Description 3500 Lumens, Pro	ns - SPL more info Series, XGA Projecto	or, 3D	Unit Price 1,479.99 usp	Quantity 2	Total (7)
AVI SPL Audi Fulfillr Item added on Dec 20, 2013 Add to Favorites	o Visual Innovation ent Address 1 Product Description <u>3500 Lumens, Pro</u> Part Number	ns - SPL more info Series, XGA Projecto XJ-H1600	or, <u>3D</u>	Unit Price 1,479.99 USD EA	Quantity 2 Update	Total 📻
AVI SPL Audi Fulfillm Dec 20, 2013 Add to Favorites Remove	o Visual Innovation ent Address 1 Product Description <u>3500 Lumens, Pro</u> Part Number Manufacturer Info	ns - SPL more info Series. XGA Projecto XJ-H1600 XJ-H1600 - (Casio)	or, 3D	Unit Price 1,479.99 USD EA	Quantity 2 Update	Total (2,959.98 USD (

When assigned, you will get the same type of message as below.



Happy Shopping!