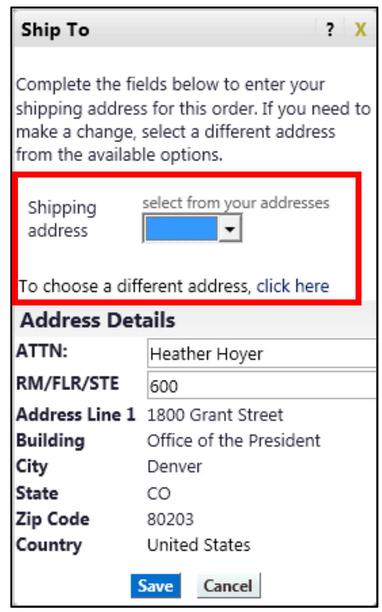
Finalizing Shopping Carts (Adding SpeedTypes, Shipping, etc.)

1. Click the **Add Speedtype/Shipping/etc.** button located in the upper right corner.

2. Navigation tabs appear at the top of the page and the error icon  highlights where your attention is needed. You can click on the tab to navigate to the section and provide information.

An error message also displays next to the field missing required information.

Shipping Information



If you have set a Ship To default in your profile, you only need to come here if you want to change your default shipping address for this SPO.

3. Click the **Shipping** tab.

4. Click the **edit** button to the right of the **Ship To** field.

5. Use the dropdown to select from addresses in your profile.

   Or, search for a different shipping address by clicking the **click here** link. Then, click the **select from org addresses** link and enter part of your address in the **Nickname/ Address Text** field. Select the appropriate address from the resulting list.

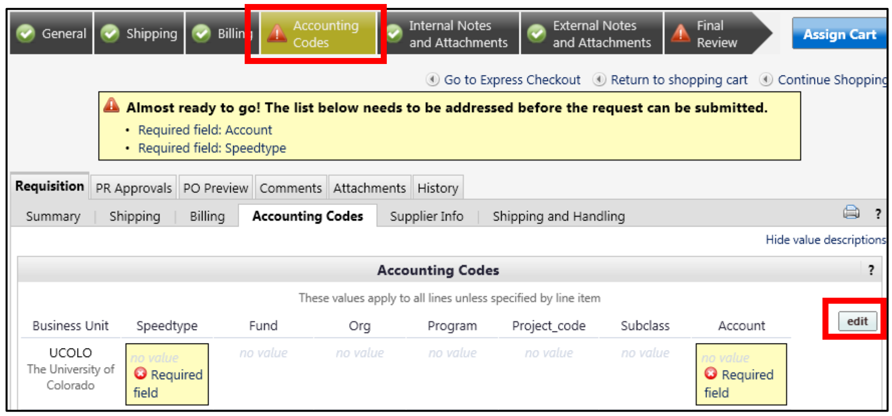
6. Enter the attention (**ATTN**) and room/floor/suite (**RM/FL/STE**) information and click the **Save** button.

Due to space limitations on the supplier's side, enter the **ATTN** and **RM/FL/STE** information as concisely as possible.

These fields can be used to enter other pertinent delivery information but keep in mind that the field truncates differently for different suppliers. Be brief!

Accounting Information

7. Click the **Accounting Codes** tab.

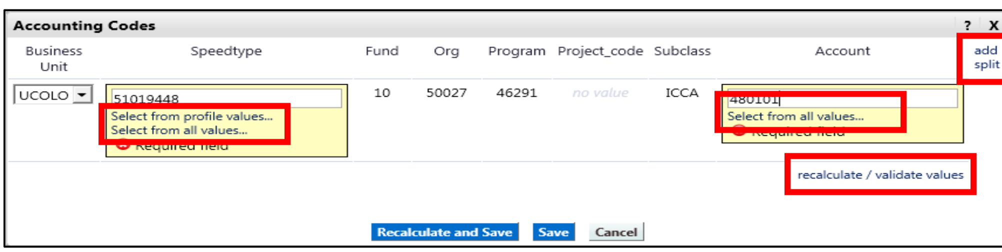


8. Click on the **Required field** link or the **edit** button to enter or search for the **SpeedType** and **Account**.

9. Enter the appropriate SpeedType using one of the following methods:

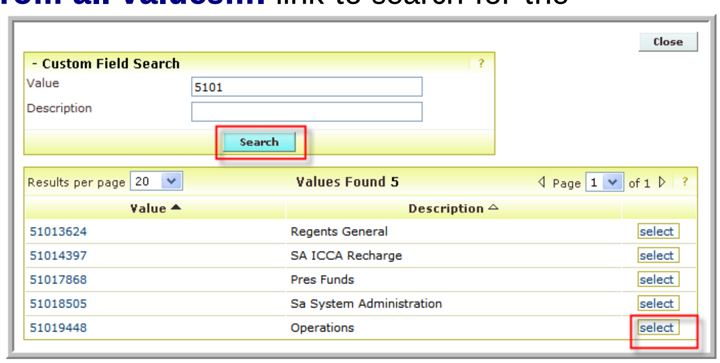
   - If you have set your SpeedType Profile, click the **Select from profile values** link to access your SpeedType list.

   - Type the **SpeedType** and click the **recalculate / validate values** link to return the corresponding Fund, Org, Program or Project value values.



   - If needed, click the **Select from all values....** link to search for the SpeedType using the **Custom Field Search**.

     You can search by all or part of the SpeedType number (value) or description.



10. Type the **Account**, or click the **Select from all values....** link to search for the account using the **Custom Field Search**.

11. Click the **Save** button.

12. Click the **Internal Notes and Attachments** tab, if needed, to add notes to someone other than the supplier, such as the PSC purchasing agent or your financial approver.

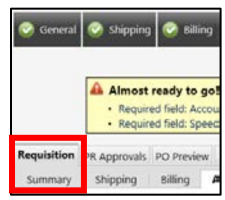
13. Click the **External Notes and Attachments** tab, if needed, to add notes to or documents to be dispatched to the supplier with your resulting PO.

Adding Financial Report Comments

Each line item of your purchase will appear on your financial report. The Quick Reference Guide: Transactions on Your Financial Statements details how each item will appear.

You can add a comment to your financial report for the line item.

To do this:



1. Go to the **Requisition** tab, **Summary** sub-tab (below the navigation tabs along the top of your screen).
2. Scroll down to the **Supplier/Line Item Details** section.
3. Locate the item to which you want to add a comment; click the **Edit** button to the right of the item.
4. Enter the comment – up to 30 characters – into the **Financial Report Comments** field and click the **Save** button.

14. Click the **Final Review** tab to complete your review. If needed, click the **edit** button to make additional updates.

(You must have Requestor access in order to perform this step.)

15. Click the **Submit Order** button located in the upper right corner.

16. A congratulatory message will appear, along with a summary of your requisition.

    CU Marketplace will send an email notification to the Approver(s).