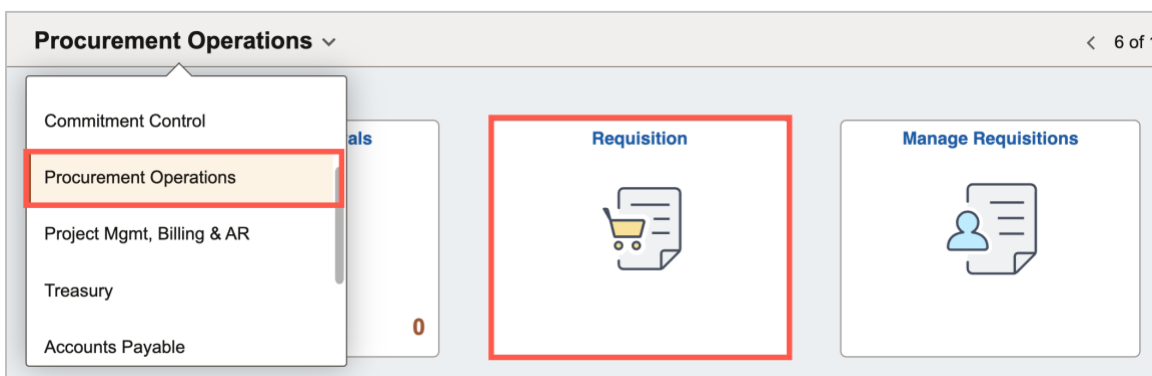


Mav eShop Process Assigned Cart

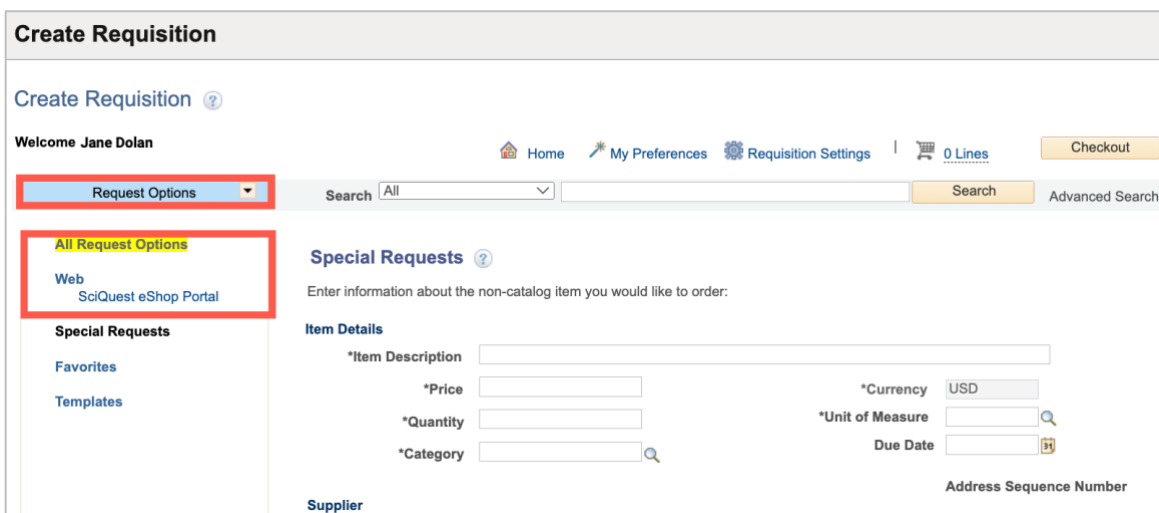
The purpose of this job aid is to explain how to process a cart that is assigned to a **Requester**, who will finalize the requisition for the shopper when they **check out** in Mav eSHOP. The requester finishes off the requisition that the shopper started. Once the cart is submitted by a Shopper, the Requester receives an email notification; do not use the link to navigate to the cart.

1. To navigate to the Create Requisition page select the **Procurement Operations Homepage** and click on the **Requisition** tile.

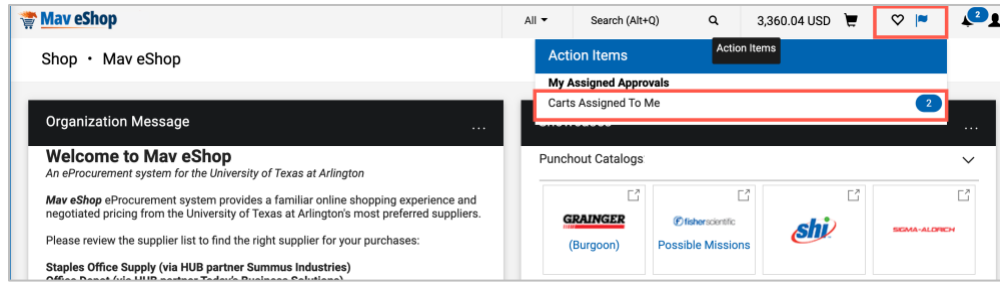


Alternatively, navigate to the Create Requisition page using the Navigation path: **NavBar > Menu > Financials > eProcurement > Create Requisition**.

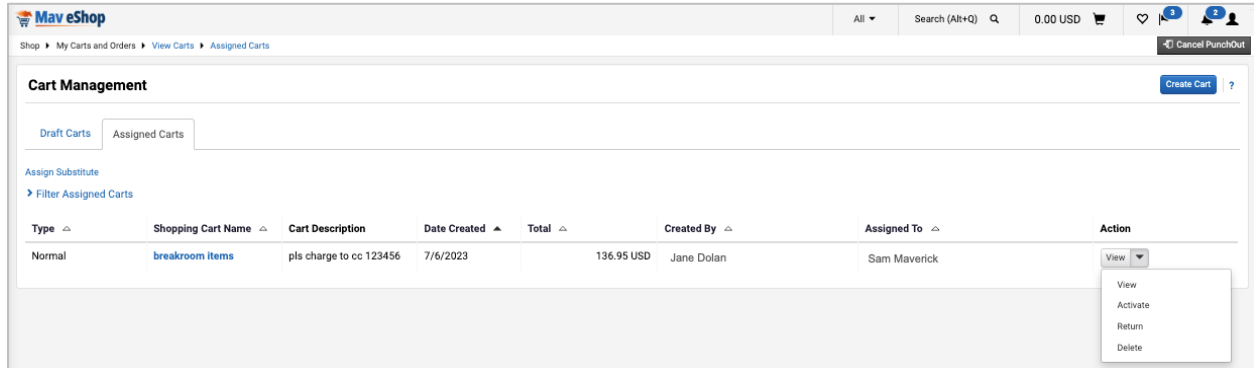
2. The Create Requisition page is displayed.
3. Click the **Request Options** drop-down arrow.
4. Click on the **SciQuest eShop Portal** link.



5. The MAV eSHOP screen will populate.
6. If you would like to exit MAV eSHOP without making a purchase, click the **Cancel Punchout button**, located in the top right corner of the page, to return to the UTShare Requisition page.
7. From the MAV eSHOP homepage, click the **Action Item icon** in the top banner and click **Carts Assigned to Me**.



8. Then click on the **Assigned Carts Tab**. Select the cart you want to process.



9. Review the cart for accuracy.

10. A MAV eSHOP cart can only be for one supplier. If purchases from multiple suppliers are needed, a separate requisition and cart must be created for each supplier.

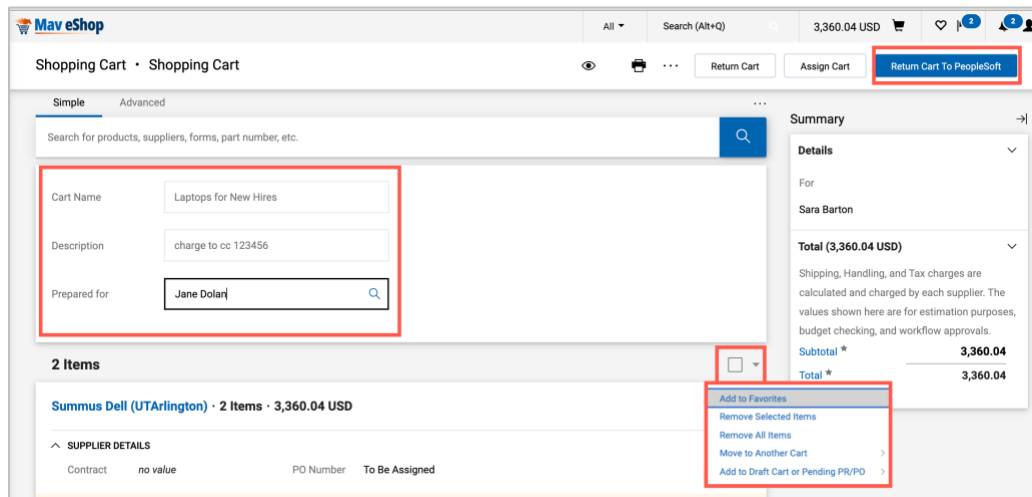
11. Update the **Cart Name**.

12. Add **Description** if desired.

13. Add whom the cart was **Prepared for**.

14. Actions are available in the **drop-down box**, including the Remove Selected Items option that can be used to remove items from the cart.

15. Once the cart is verified for purchase, click **Return Cart to PeopleSoft** to return the cart to the requisition.



- a. Once a MAV eSHOP cart has been returned to PeopleSoft (UTShare), it is no longer available to edit nor use in MAV eSHOP. Also, once the MAV eSHOP cart has been returned, the UTShare requisition must be saved. If not saved, the cart will **not** be available in MAV eSHOP to be pulled into a second requisition – the requester must start over with shopping.
16. The **Checkout – Review and Submit** page provides a summary of the line items that were downloaded from the MAV eSHOP cart. This page allows you to add accounting information and submit the requisition for approval.
17. Enter a **Requisition Name**. Using the same name as the MAV eSHOP cart helps to correlate the two documents.
18. Click the **expansion arrow** for the line item.
19. Enter or look up the **Ship To** location. Controlled assets should be shipped to Central Receiving (Ship To code **CENT110**).
 - a. A requisition should only have one Ship To address listed for all items.
20. Enter or look up the **Attention To** party.

Checkout - Review and Submit

Requisition Summary

Business Unit: UTARL UT Arlington Requisition Name: [Redacted]

*Requester: 6001234567 Sam Maverick Priority: Medium

*Currency: USD Custom Fields

Cart Summary: Total Amount 111.07 USD

Expand lines to review shipping and accounting details Add More Items

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price
1	TRU RED 8.5" x 11" Copy Paper,		Summus Industries Inc.- Staples	1,0000	carton	40.7200
Shipping Line 1						
		*Ship To	642-300	Add Shipto Comments	Quantity	1,0000
		Address	701 S. Nedderman Dr. Room 300 Arlington, TX 76019	Add One Time Address	Price	40.7200
		Attention To	Jane Dolan			
		Due Date				

21. The **Accounting Lines** section is used to enter or update chartfield information. It may be necessary to use the expansion arrow to open the Accounting Line section. To enter accounting information for the line items, if necessary, click the expansion arrow for Accounting Lines.
22. Click the **Chartfield2** tab to enter chartfield information.
23. The **Account** field defaults with the appropriate value based on the **Category** code that you selected in the line-item section. Verify that the account number that populated is appropriate.
 - a. The GL account code mapping for computers is known to default with an incorrect code. Please ensure computers (including desktop computers, servers, tablets, or workstations) are coded with the appropriate GL account number (63163).
24. Click in the **SpeedChart** field or manually enter the remaining chartfield values for the requisition line.
 - a. You can manually enter the values into the appropriate fields (e.g., Fund, Dept, Cost

- Center, Function) or use the **SpeedChart** field to quickly populate the accounting lines.
- b. Enter the **SpeedChart** you want to use for the expense line. SpeedChart values are the 6-digit cost center number or 10-digit project ID, or 10-digit cost share ID.
25. Press **[Tab]** to populate the chartfields with the appropriate values.
26. If the item(s) being requested is a **Capital or Controlled Asset** (see Procedure BF-PM- PR1) enter the appropriate Profile ID. From the Accounting Lines section, click the **Asset Information** tab.
- a. Enter **UTARL** in the AM Business Unit field.
 - b. Enter or look up the Profile ID for the asset.
 - c. For assistance with Profile IDs, contact the Property Management department.

27. Enter comments that relate to the whole purchase (including Final Delivery instructions) in the **Requisition Comments and Attachments** box. To enter more than one comment, use the **Add More Comments and Attachments** link.
28. If comments are entered, select the three checkboxes to make the remarks available for others to view:
- a. The **Send to Supplier** checkbox is used to print the comments on the purchase order for the supplier.
 - b. The **Show at Receipt** checkbox is used to make the comments available to the person receiving the item.
 - c. The **Show at Voucher** checkbox is used to make the comments available on the voucher for Accounts Payable.
29. Click the **Check Budget** link. This will verify if the funding sources entered on the Accounting lines have the funds to pay for the purchase.
30. If the Budget Checking Status returns as **Error**, click the word **Error** to investigate and resolve the error. Once the necessary changes are made, again click the Check Budget link. A requisition must be in a **Valid** budget check status to be submitted.

Note: The Save & Submit button is grayed out because the budget check is not Valid.

31. If the Budget Checking Status returns as **Valid**. The dollar amount of the requisition has been successfully **Budget Checked** and **Pre-Encumbered**.

The screenshot shows a form titled "Approval Justification" with a text area for justification. Below the text area are several buttons: "Check Budget" (highlighted with a red box), "Pre-Check Budget", "Budget Checked StatusValid" (highlighted with a red box), "Save & submit", "Save for Later", "Add More Items", and "Preview Approvals".

32. Once all requisition lines have been entered and a valid budget check obtained, click the **Save & Submit** button to submit the requisition for Workflow approvals.