

Requestor

Shopper

- Profile Overview
- Quick Overview/walk through of the shopping experience
 - In Depth Purchase Request form

Cart Management

- Combining Carts
- Editing and Updating Carts
 - Editing distribution info/Purchase Request Form
- Setting up a Substitute Requestor

Checkout

- Walk through/Review of the required steps
 - General
 - Shipping
 - Billing
 - Account Codes
 - Internal/External Attachments
 - Notes and Attachments
 - Supplier Information
 - Final Review
- Extra/Advanced Features
 - Additional Line Item Description (PRF)
 - Split accounting (PRF)
 - Discounts, Shipping and handling (PRF)
 - History Tab

Navigating the Purchase Order

- Shipments Tab
- Invoice Tab
- Receipts Tab & Creating Receipts

Document Searches- How to Save Searches/ Reports