### Retrieve an Assigned Shopping Cart to BFSv9

1. This is a sample of the **SciQuest e-mail Notification** the Assigned Requisition Creator will receive.

   The Shopper who assigned the Shopping Cart will also receive a copy of the e-mail notification

   This e-mail notifies the **Requisition Creator** of the Assigned Cart and identifies the Shopping Cart Name, who Created the Shopping Cart, as well as any Additional Comments from the Shopper to the Requisition Creator

2. The **Requisition Creator** will access the SciQuest portal through BFS in order to **Return** the Assigned Shopping Cart to BFSv9.

   Click the **eProcurement** link.

3. Click the **Create Requisition** link.

4. Click the **Look up Requester (Alt+5)** button.

5. Click the **Requester** list.

6. Click the **contains** list item.

7. Enter the desired information into the **Requester** field. Enter a valid value e.g. "Rob".

8. Click the **Look Up** button.

9. The **Requester Search** Results appear.

   Click the **Rob Requester** link.

10. Click the **OK** button.

11. Click the **Continue** button.

12. Click the **Web** tab.

13. Click the **SciQuest** link.
14. The **BearBuy Homepage** appears.  
   In order view Shopping Carts we need to click on the **Carts** link.  
   Click the **carts** link.  

15. The **Draft Cart** tab is highlighted.  
   Any Shopping Carts **Assigned** to a Requisition Creator will be listed under **My Drafts**.  

16. **My Drafts Assigned to Others** are Shopping Carts the Requisition Creator has Assigned to Others.  
   The Requisition Creator has the ability to **Unassign** these Carts and Assign the Cart to himself or to someone else.  
   If, the Requisition Creator assigns a Cart to his or her self, the Cart will then be listed under My Drafts.  

17. In **My Drafts** the Shopping Cart assigned to me as the Requisition Creator appears.  
   Click the **2010-03-30-0104446419 01** link.  

18. The **Shopping Cart Line Details** appear. The vendor, product description, catalog number, UOM, price and quantity are referenced.  
   **Note:**  
   The **Commodity Category Code** and Description is displayed. This information will populate the **Account Code** in the Distribution chartstring in BFS.  

19. In this example, as the **Requisition Creator** we want to pull the Shopping Cart into BFS in order to complete the Requisition.  
   Click the **Return to BFS** link.  

20. A **Security Warning Message** appears confirming the Site we are Opening is Trusted.  
   Click the **Yes** button.  

21. The **Requisition Summary Menu** appears referencing the product description, quantity, UOM and amount of the order.  
   This information was pulled into BFS through the integration of the SciQuest and BFS portal.
22. We are now ready to Review and Complete the Requisition and Submit for Approval.

23. In order to view the Line Details and to enter the Ship To Code, Due Date, Location and Distribution Chartstring we will use the Review and Submit link.

   Click the **3. Review and Submit** link.

24. The **Review and Submit** page appears.

   **Note:**
   The Requester is listed and the Requisition Lines populated the Item description, vendor name, quantity, UOM, price and total for the product is listed.

25. The **Requisition Name** is an optional field.

   In this example, we will enter a Requisition Name.

   Enter the desired information into the **Requisition Name** field. Enter a valid value e.g. "Slides for Butterfly Research".

26. Click the **Line Details** button.

27. Enter the desired information into the **Buyer** field. Enter a valid value e.g. "Direct_To_Vendor".

28. Click the **OK** button.

29. In order to enter the Requisition line fields that were not defaulted or to modify a defaulted field, we need to Expand Line "1".

   Click the **Expand Section** button.

30. Enter the desired information into the **Due Date** field. Enter a valid value e.g. "05/15/2010".

31. Click the **Look up Ship To (Alt+5)** button.

32. Click the **Description** list.
| 33. | Click the **contains** list item. |
| 34. | Enter the desired information into the **Description** field. Enter a valid value e.g. "Valley". |
| 35. | Click the **Look Up** button. |
| 36. | Click the **Valley Life Science 2101** link. |
| 37. | Use the **Right Scroll** bar and Scroll down to Add the Location Code. Click the **Look up Location (Alt+5)** button. |
| 38. | Click the **Description** list. |
| 39. | Click the **contains** list item. |
| 40. | Enter the desired information into the **Description** field. Enter a valid value e.g. "Valley Life". |
| 41. | Click the **Look Up** button. |
| 42. | Click the **Valley Life Science 2101** link. |
| 43. **Note:**  
The **Account Code** is Defaulted based on the SciQuest Commodity Category Code.  
The Account Code can be changed if desired. Press [Tab]. |
| 44. | Tab to the **Fund Number**. Press [Tab]. |
| 45. | Enter the desired information into the **Fund** field. Enter a valid value e.g. "07427". |
46. Tab to the **Dept Code**.
   Press [Tab].

47. Enter the desired information into the **Dept** field. Enter a valid value e.g. "13050".

48. Tab to the **Program Code**.
   Press [Tab].

49. Enter the desired information into the **Program** field. Enter a valid value e.g. "40".

50. Tab to **Chartfield 1** to enter the Project Code.
   Press [Tab].

51. Enter the desired information into the **ChartField 1** field. Enter a valid value e.g. "3SPHMW".

52. Tab to **Chartfield 2** to enter the FlexField Code.
   Press [Tab].

53. Enter the desired information into the **ChartField 2** field. Enter a valid value e.g. "PHMJW".

54. **Note Options:**

   Save & Preview for further Approvals is available.
   Cancel the Requisition is available.

   In this example, we will **Save & Submit** the Requisition for Approval.

   Click the **Save & Submit** link.

55. The **Confirmation** page appears.

   The **Requisition ID 000000328**, Requisition Name and Amount are referenced.

   The option to **Edit** the Requisition is also available. In addition there are links to **Manage Requisitions** or **Create a New Requisition**.

56. In this example, we want to view the **Printable Version** of the Requisition.

   Click the **View printable version** link.
57. In order to view the **Chartstring** on the Requisition click the Show Distribution Information box.

Click the **Show Distribution Information** option.

58. The **Requisition Line Details** appear as well as the **Requisition Name**.

The option to Print the Requisition is available.

59. Once the **Requisition Approver** approves the requisition, the requisition is sourced into a Purchase Order.

The **Purchase Order** is then sent Directly to the Vendor via cXML, e-mail or fax. See the topic, (**Find a Purchase Order**) for more information.

**End of Procedure.**