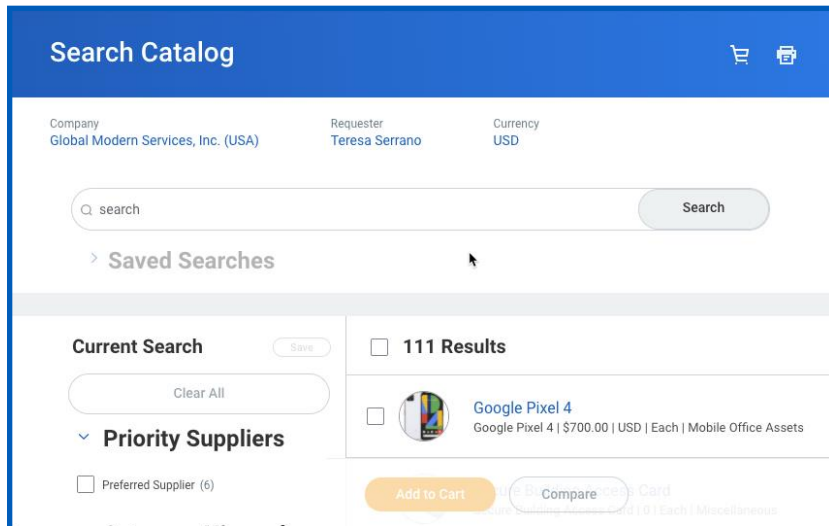



How to order from the Stores

ORDER ITEM FROM THE STORES CATALOG

1. Navigate to the **Search Catalog** task in the **Purchases** application.
2. Choose **Standard Requisition (Most Common)** as the requisition type. Choose the correct PPG and ensure the Fund and Cost Center are correct.
3. Click **Search**.
4. Search for items to order by either:
 - a. Scrolling through the list of available items.
 - b. Filtering items by Priority Suppliers, Category Hierarchy, Category, Supplier, Catalog, Item Tags, or Manufacturer (if your company has catalogs loaded).
 - c. In the search field, enter your criteria.



5. Next to the items you want to order, select the **checkbox**, and then click **Add to Cart**.
6. In the upper right, click the **Cart**  icon to review your cart, then click **Checkout** to proceed.



Note: Click Continue Shopping to select additional items from the Catalog. You can also Request Non-Catalog Items, Connect to Supplier website, Add from Templates and Requisitions, Select from My Procurement Favorites, or Request Project-Based Services.

7. Review the procurement request before submitting it. In your cart you can change the quantity ordered. You can also upload an attachment to provide more information for the approver.
8. Click **Submit**.

View the submitted purchase request and any approvals needed by your organization by clicking View Details and expanding the Details and Process section. Click Done to complete your requisition.