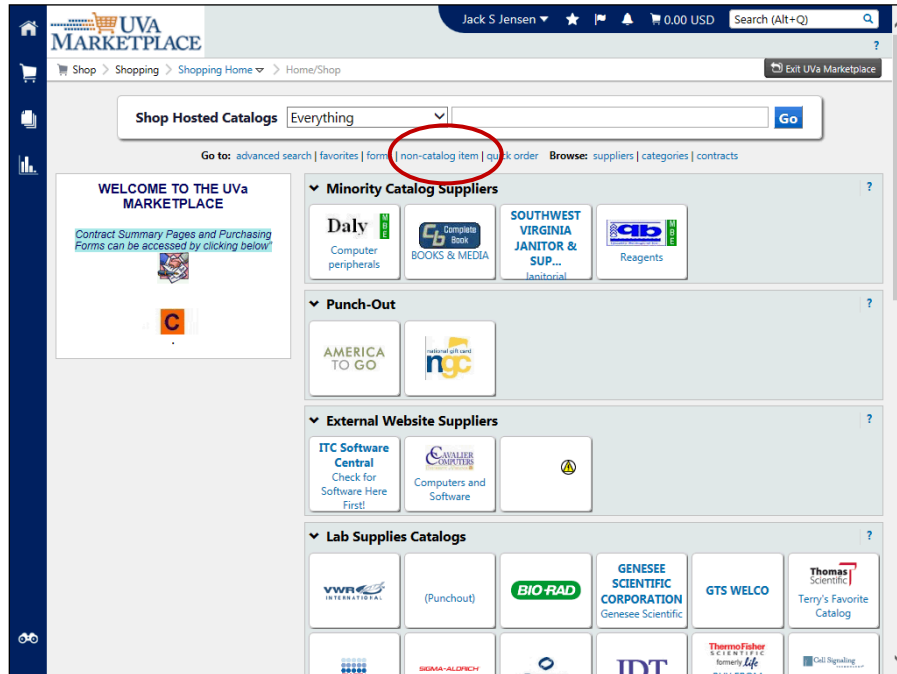
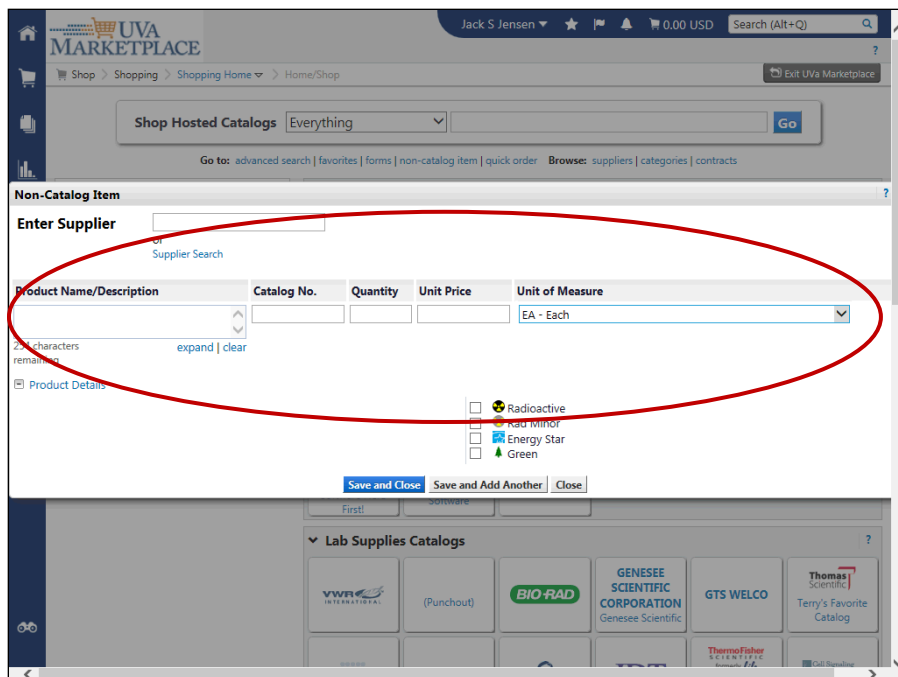


## How can I easily add multiple non-catalog items for the same vendor to my cart?

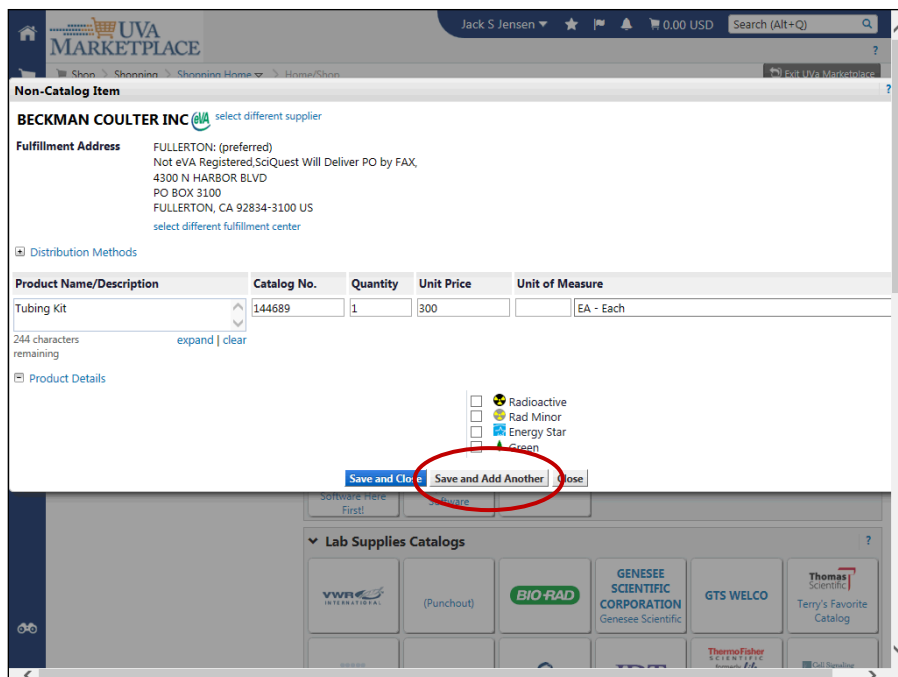
Step	Action
1.	From the UVA Marketplace, click on the <b>non-catalog form</b> link.



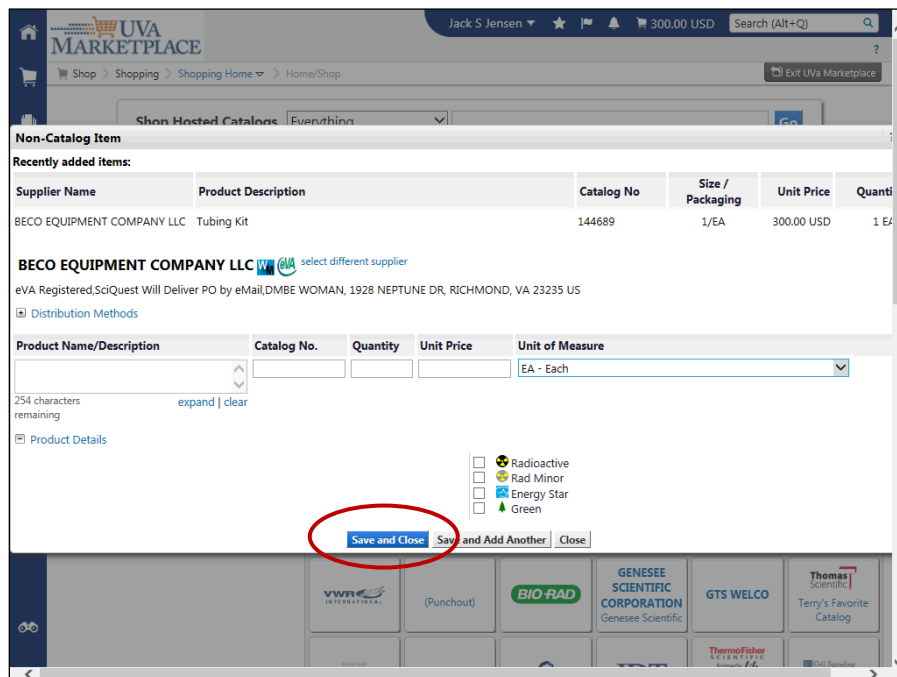
Step	Action
2.	Enter the supplier and item information for the first item.



Step	Action
3.	Click on the <b>Save and Add Another</b> button to enter another item.

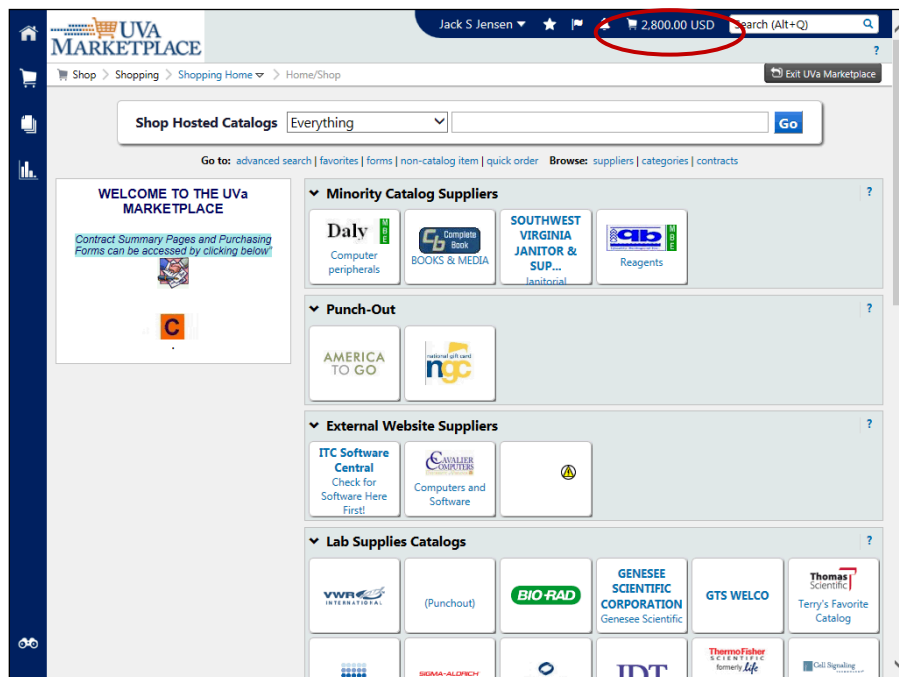


Step	Action
4.	<p>The first ordered item is shown in the <b>Recently added items</b> list</p> <p>The non-catalog form is cleared, except for the vendor, so that you can enter your next item's details.</p> <p>If you wish to add additional items, click on Save and Add Another again.</p> <p>Once all of your items have been added for the vendor, click on the <b>Save and Close</b> button.</p>

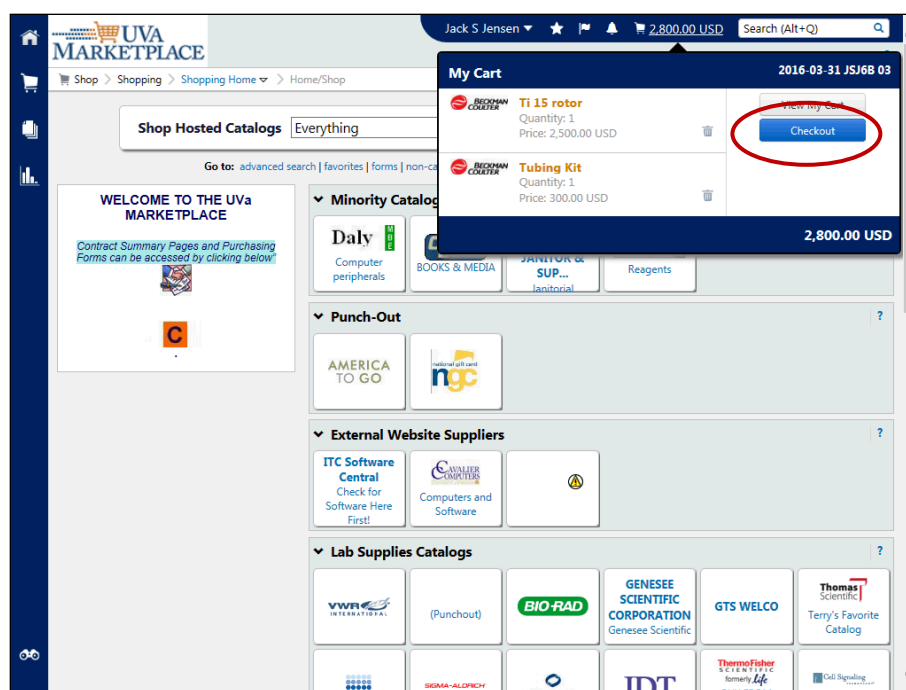


The screenshot shows the 'UVA MARKETPLACE' interface. At the top, there's a navigation bar with 'Shop', 'Shopping', 'Shopping Home', and 'Home/Shop'. Below that, a 'Shop Hosted Catalogs' dropdown is set to 'Everything'. The main content area is titled 'Non-Catalog Item' and shows a 'Recently added items' table with one entry: 'BECO EQUIPMENT COMPANY LLC Tubing Kit' with a unit price of 300.00 USD. Below the table, there's a form for adding a new item. The 'Supplier Name' is 'BECO EQUIPMENT COMPANY LLC'. The form includes fields for 'Product Name/Description', 'Catalog No.', 'Quantity', 'Unit Price', and 'Unit of Measure' (set to 'EA - Each'). There are also checkboxes for 'Radioactive', 'Rad Minor', 'Energy Star', and 'Green'. At the bottom of the form, the 'Save and Close' button is circled in red, along with 'Save and Add Another' and 'Close' buttons. The footer of the page contains logos for 'VWR INTERNATIONAL', 'GENESEE SCIENTIFIC CORPORATION', and 'GTS WELCO'.

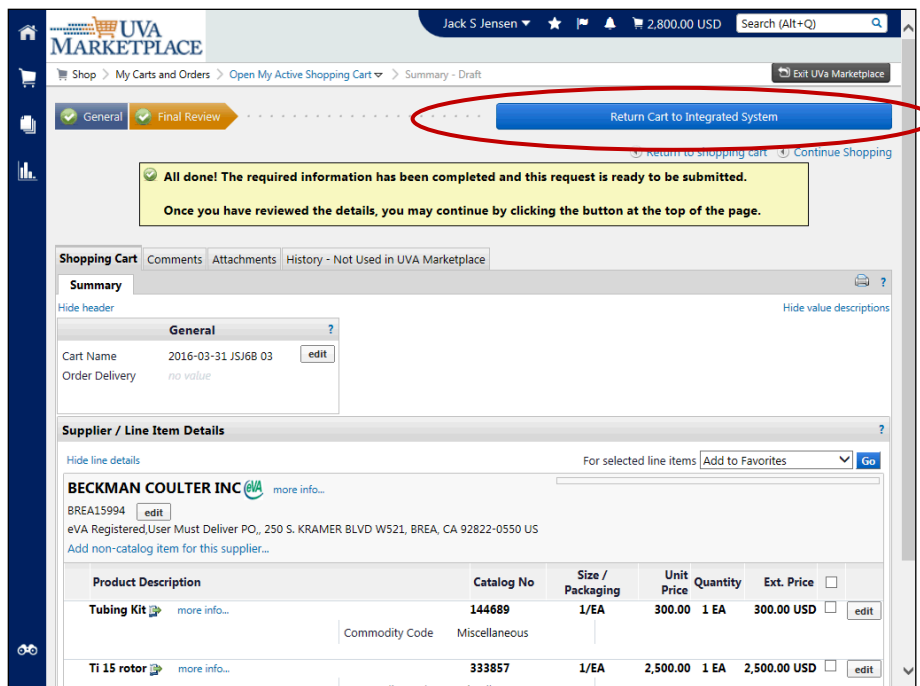
Step	Action
5.	<p>The cart icon is located in the upper right hand corner. Note the total dollar amount of the cart.</p> <p>Next, click the cart icon to proceed to checkout.</p>



Step	Action
6.	Click the <b>Checkout</b> button to submit the cart.



Step	Action
7.	Review the cart details for correctness. Click on the <b>Return Cart to Integrated System</b> button.



Step	Action
8.	<p>Review the <b>Requisition Information</b> page for correctness; especially the <b>Deliver-To Location</b> and the <b>PTAEO</b> information from the <b>Update Line</b> icon.</p> <p>Click on the <b>Submit</b> button.</p> <p><b>Submit</b></p>

UVa Integrated System iProcurement Logged in As JSJ6B

Requisitions/Orders Shop Post Award Requests Receiving Assessments Feedback

**Edit and Submit Requisition** Check Funds Save Printable Page **Submit**

\* Indicates required field

**Requisition 1191384**

Total 2,800.00 USD

Description Tubing Kit

Justification

Select Lines: Update Copy Delete

Select	Details	Description	Quantity	Unit	Price	Amount (USD)	Need By Date	Deliver-To Location	Reference Number	Update Line
<input type="checkbox"/>	▶	Tubing Kit	1	Each	300 USD	300.00	02-Apr-2016 00:00:00 <small>(example: 31-Mar-2016 19:45:00)</small>	BDBROD		
<input type="checkbox"/>	▶	Ti 15 rotor	1	Each	2500 USD	2,500.00	02-Apr-2016 00:00:00 <small>(example: 31-Mar-2016 19:45:00)</small>	BDBROD		
<b>Total</b>						2,800.00				

Based on your approval authority, this requisition does not require approval by others.

**Approvals**

TIP Please click on 'Refresh Approvers' to view the updated approver(s).

Refresh Approvers Manage Approvals

No Approvals Required

Notes And Attachments