

How to rename a Shopping Cart

Depending on how you create your cart, the cart name box will be in a different location.

- 1) Through the Requisitioning Tab, click Shopping cart. You can change/update the cart name on the first page. Then you will continue through with ordering.

Create Shopping Cart

Order | Print Preview | Close | Save | Check | Export | Import | System Information | Create Memory Snapshot

Number: 1000038162 | Document Name: SKK170 07/29/2020 14:43 | Status: In Process | Created On: 07/29/2020 14:43:28 | Created By: Stephanie Krout

General Data

Buy on Behalf of: 20997 | Stephanie Krout

Name of shopping cart: SKK170 07/29/2020 14.43

Default Settings: Set Values

Approval Process: Display / Edit Agents

Document Changes: Display

Customer Account Number: []

Sole Source Procurement Request:

After the Fact Order:

Lease Request:

Purchase Order Change Request:

Reference PO: []

Reference PO Line: []

ARL Required Information

Foreign Vendor: []

Foreign Delivery Address: []

Alcohol, Drugs or Contraband: []

Cameras or Microphones: []

Software or hardware connected to the ARL Network: []

Arms, Ammunition or Explosives: []

Hazardous Materials: []

Supplier Performing Work Onsite: []

Electronic Parts from Authorized Supplier/Manufacturer: []

ACO Approval

ACO Approval Required:

Approval Note: []

Item Overview

Line Number	Item Type	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Option Type	Per	Order Type	Delivery Date
	Undefined Item Type				SELECT	SELECT ONE	1.000		0.00	USD		1		08/12/2020
	Undefined Item Type				SELECT	SELECT ONE	1.000		0.00	USD		1		08/12/2020
	Undefined Item Type				SELECT	SELECT ONE	1.000		0.00	USD		1		08/12/2020
	Undefined Item Type				SELECT	SELECT ONE	1.000		0.00	USD		1		08/12/2020

- 2) Through the Home tab, click Shop, pick Lion Marketplace (this will take you to what used to look like EBUY), pick your supplier/items, add to cart and click checkout. You will be able to change the cart name on this page. You will then click Proceed to Checkout and then Return to SIMBA.

Shopping Cart • 166542071 | All changes saved

Simple | Advanced

Search for products, suppliers, forms, part number, etc.

1 Item

PENN STATE GENERAL STORES • 1 Item • 7.33 USD

SUPPLIER DETAILS

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) | Item(s) was retrieved on: 1/4/2023 1:27:55 PM

- BIC(R) Round Stic(R) Ballpoint Pens, Medium Point, 1.0 mm, Translucent Barrel, Black Ink, Pack Of 60 Pens

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
BIC(R) Round Stic(R) Ballpoint Pens, Medium Point, 1.0 mm, Translucent Barrel, Black Ink, Pack Of 60 Pens	664011	BX	7.33	Qty: 1 BX	7.33

ITEM DETAILS

Commodity Code: 44120000 / SUP-OFFICE SUPPLIES

Details

For: SKK170

Name: []

[]

Total (7.33 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Total: 7.33

[Proceed To Checkout](#)