

## 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: [ ]

Approval Note: [ ]

**ACO Approval**

ACO Approval Required:

**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 and add to cart and 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.

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - Draft Cart

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**Shopping Cart** for SKK170

Continue Shopping | 1 Item(s) for a total of 6.03 USD

**Name this cart:** 2020-07-29 SKK170 04

Proceed to Checkout

Have you made changes? Update

Help | Empty Cart | Create New Cart | Perform an action on (0 items selected)... | Select All

**PENN STATE GENERAL STORES** more info...

The Item(s) in this group was retrieved from the supplier's website. What does this mean?

Need to make changes? MODIFY ITEMS | VIEW ITEMS | Item(s) was retrieved on: 7/29/2020 1:54:54 PM

Line(s): 1

Product Description	Unit Price	Quantity	Total
<b>Highmark(R) Disinfectant Wipes, Container Of 75 Wipes</b>	6.03	1	6.03
Part Number: 237154	EA		
Manufacturer Info: 69075 - (CASCADES TISSUE GROUP)			
Commodity Code: 47130000			
SUP-JANITORIAL,CLEAN			

Supplier subtotal 6.03 USD

view cart history