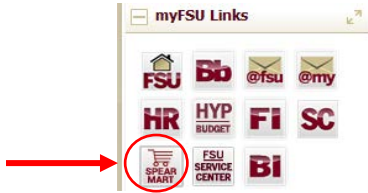
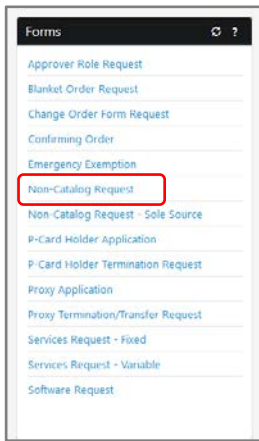


Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:




There are times when you need to order items that are not found in the supplier catalogs, have special pricing, etc. For these orders, you will use the Non-Catalog Form to create these orders.



At the Bottom of the Shopping Homepage, locate the Forms Widget and click on the **Non-Catalog Request**.

The form will open. First, you must select a supplier. You can start to enter the name of the supplier or click the “Supplier Search” link. For this example, the Supplier Search was clicked.

**Non-Catalog Request** Available Actions: Add and go to Cart



**PROCUREMENT SERVICES**

**Non-Catalog Request**

Use this form if you need to order a product that does not currently exist in a hosted or punchout catalog. Do not use this form to order Services. Please use the Services Request Form.

**Supplier** ?

*If you do not know the supplier, choose "Supplier Not Known" as the supplier name.*

*If you know the supplier but they are not in the system, select "Supplier Not Available" as the supplier name and fill out the supplier information in the section to the right.*

Enter Supplier

or  
[Supplier Search](#)

**New Supplier Information (if applicable)** ?

*Fill out all fields in this section if you need to order from a new supplier that does not currently exist in the system.*

Supplier Name

EIN or SSN

Supplier Address

120 characters remaining [expand](#) | [clear](#)

Supplier Contact Name

Supplier Contact Email

Supplier Contact Phone #

**Product Information** ?


Product/Service Description

254 characters remaining [expand](#) | [clear](#)

Quantity


Enter a supplier name in the field and click the hourglass.

**Supplier Search**

Supplier  

All active addresses for the supplier will come up on the list. For this particular supplier, the address used to send orders to is the Ocala Corners location. To select the address, click the "Select" link for the appropriate address.

**Supplier Search** ?

Supplier  

Results Per Page  Suppliers found: 1 Page 1 of 1 ?

Supplier Name/Address	Select
<b>PUBLIX SUPER MARKETS</b>	
<b>LANKLAND FL:</b> PO BOX 407 LAKELAND, FL 33802 US	Select
OCALA CORNERS: 800 OCALA RD TALLAHASSEE, FL 32304 US	Select
PANAMA CITY BEACH,FL: STORE #1241 11240 PANAMA CITY BEACH PKWY PANAMA CITY BEACH, FL 32407 US	Select

Once selected, the supplier address will populate in the form. If you need to change the address,

**Non-Catalog Request**



**PROCUREMENT SERVICES**

**Non-Catalog Request**

Use this form if you need to hosted or punchout catalog, the Services Request Form.

Supplier	New Supplier
<p><i>If you do not know the supplier, choose "Supplier Not Known" as the supplier name.</i></p> <p><i>If you know the supplier but they are not in the system, select "Supplier Not Available" as the supplier name and fill out the supplier information in the section to the right.</i></p> <p><b>Supplier</b> PUBLIX SUPER MARKETS <a href="#">more info...</a> <a href="#">select different supplier</a></p> <p><b>Fulfillment Address</b> OCALA CORNERS: 800 OCALA RD TALLAHASSEE, FL 32304 US <a href="#">select different fulfillment center</a></p> <p><b>Distribution</b> The system will distribute purchase orders using the method(s) indicated below: Fax +1 (850) 644-6853</p>	<p><i>Fill out all fields in this section that does not currently exist.</i></p> <p>Supplier Name</p> <p>EIN or SSN</p> <p>Supplier Address</p> <p>Supplier Contact Name</p> <p>Supplier Contact Email</p> <p>Supplier Contact Phone #</p>

**Special Note:** For SpearMart suppliers, the SpearMart address is the default address. When using the Non-Catalog Form, you must click "select different fulfillment center" to change from that SpearMart address to the "Main" address. Orders will fail if the SpearMart address is used with a Non-Catalog form.

<b>Supplier</b>	PUBLIX SUPER MARKETS <a href="#">more info...</a> <a href="#">select different supplier</a>	<input type="text"/>	120 characters remaining <a href="#">expand</a>   <a href="#">clear</a>
<b>Fulfillment Address</b>	OCALA CORNERS: 800 OCALA RD TALLAHASSEE, FL 32304 US <a href="#">select different fulfillment center</a>	Supplier Contact Name <input type="text"/>	Supplier Contact Email <input type="text"/>
<b>Distribution</b>	The system will distribute purchase orders using the method(s) indicated below: Fax +1 (850) 644-6853	Supplier Contact Phone # <input type="text"/>	
Product Information ?			
<b>Product/Service Description</b>	Deli Ring: Turkey, ham, beef, cheese. 217 characters remaining <a href="#">expand</a>   <a href="#">clear</a>		
<b>Quantity</b>	<input type="text" value="2"/>		
Unit of Measurement (Packaging)	<input type="text" value="1"/> EA - Each		
<b>Unit Price</b>	<input type="text" value="22.50"/>		
<b>Commodity Code</b>	<input type="text" value="50000000"/> <a href="#">search...</a>		
Catalog No.	<input type="text"/>		
Manufacturer Name	<input type="text"/>		
Manufacturer Part No	<input type="text"/>		
Comments:	Pick up on 3-1-2017 at 12 noon 969 characters remaining <a href="#">expand</a>   <a href="#">clear</a>		
ATTACHMENT AREA SECTION ?			
<b>Please attach all items requested in the sections above and any other supplemental documentation you feel is relevant to this form.</b>			
Internal Attachments <input type="button" value="Add Attachments"/>			

**Product/Service Description:** Enter the details of what is being purchased in this field. For commodities, you need to include the name of the item, color, size, etc.

**Commodity Code:** Click "Search" to find the appropriate commodity code. See screen shots below. Enter the data in the following required fields (a field is required if the field name is bold)

**Comments:** These can be a continuation of the item description for the supplier.

To search for a commodity, enter a string of letters in the description. For the below, "food" is entered. Click "Search" to pull up all commodities that match that description.

**Commodity Code Search** ?

Code starts with...

Description contains...

Select the most appropriate choice in the list. To select a choice, click the “select” link.

Code	Description	
23181500	Food Preparation Equip (741121)	<a href="#">select</a>
2318150001	Food Preparation Equip - OCO (760201)	<a href="#">select</a>
2318150002	Food Preparation Equip - REPAI (740930)	<a href="#">select</a>
48100000	Food services equip (741121)	<a href="#">select</a>
4810000001	Food services equip - OCO (760201)	<a href="#">select</a>
4810000002	Food services equip - REPAIR/M (740930)	<a href="#">select</a>
48101600	Food preparation equip (741121)	<a href="#">select</a>
4810160001	Food preparation equip - OCO (760201)	<a href="#">select</a>
4810160002	Food preparation equip - REPAI (740930)	<a href="#">select</a>
4810160005	Food Preparation Equip - Rent (741881)	<a href="#">select</a>
48101700	Food/ beverage dispensing equi (741121)	<a href="#">select</a>
4810170001	Food/beverage dispensing equip (760201)	<a href="#">select</a>
4810170002	Food/beverage dispensing equip (740930)	<a href="#">select</a>
48102000	Food Service furniture (741121)	<a href="#">select</a>
4810200001	Food Service furntiure - OCO (760201)	<a href="#">select</a>
4810200002	Food service furntiure - REPAI (740930)	<a href="#">select</a>
48102001	Food Service Chairs (741121)	<a href="#">select</a>
4810200101	Food Service Chairs - OCO (760201)	<a href="#">select</a>
50000000	Food/Beverage Products (741301)	<a href="#">select</a>

Once all the required and needed information is entered in the appropriate fields, scroll to the top of the page and make the appropriate selection. For a one-line requisition, click “Add and go to Cart”, then click “Go”. For this example, it will be a one-line cart.

**Non-Catalog Request** Available Actions: Add and go to Cart Go Close

---

**Non-Catalog Request**

Use this form if you need to order a product that does not currently exist in a

**Note:** If you have more than one line, you can click the arrow next to “Add and go to Cart” to get the other options and select, “Add to Cart and Return”. This will save the first line and then take you to the form to add additional line(s). When you are entering the last line, select, “Add and go to Cart” as state above to go to the next step.

Available Actions:

- Add and go to Cart
- Add to Cart and Return
- Add to Cart
- Add to Draft Cart
- Add to Favorites
- Add to new Cart

t that does not curr  
is form to order S

Once you have clicked “Go”, you will see the below screen. You can now either click “Assign Cart” to assign the cart to your department Requester or “Proceed to Checkout” to add the accounting details to the requisition.

### Option 1: Assign Cart

The first choice is to assign the cart to the department Requester. Click “Assign Cart”

**Shopping Cart** for Sally Shopper1 Continue Shopping

Name this cart: 2017-02-22\_shop01\_01 2 item(s) for a total of 45.00 USD

Proceed to Checkout or 
 Assign Cart

---

Have you made changes? Save

Help | Empty cart | Perform an action on 0 items selected... | Select All

---

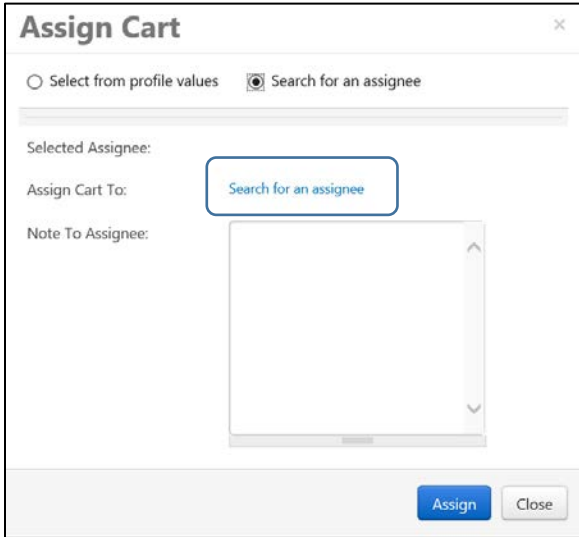
**PUBLIX SUPER MARKETS** more info...

OCALA CORNERS edit

800 Ocala Rd, Tallahassee, FL 32304 US

Product Description	Unit Price	Quantity	Total
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <p style="font-size: x-small;">Item added on Feb 22, 2017</p> <p><a href="#">Add to Favorites</a></p> <p><a href="#">Remove</a></p> <p><a href="#">More Actions</a></p> </div> <div> <p><b>Deli ring, turkey, ham, beef, cheese</b> <small>open form...</small></p> <p style="font-size: x-small;">Comments: Pickup on 3-1-2017 at 12 noon</p> <p style="font-size: x-small;">Commodity Code: 50000000</p> <p style="font-size: x-small;">Food/Beverage Products (741301)</p> </div> </div>	22.50 USD	2	45.00 USD
		1/EA	

Once "Assign Cart" is selected, the below window will pop up. Select "Search for an assignee" by clicking the button next to it as shown below. Then click "Search for an assignee".



**Assign Cart**

Select from profile values  Search for an assignee

Selected Assignee:

Assign Cart To: [Search for an assignee](#)

Note To Assignee:

[Assign](#) [Close](#)

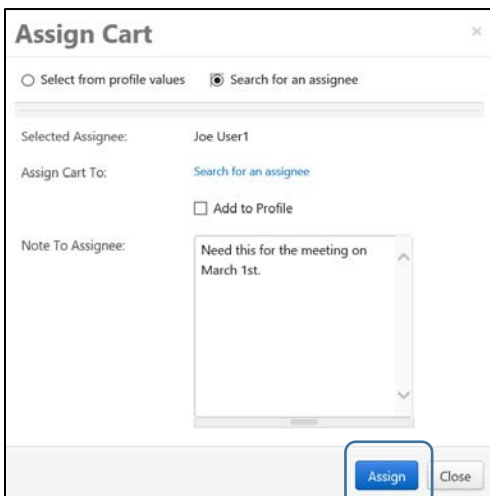
New Search

1-10 of 45 Results < > 10 Per Page ▼

Name ▲	User Name ▲	Email ▲	Phone	Action
User01, Joe	JOE_USER01	JOE_USER01@admin.fsu.edu	+1 (850) 645-1442	<a href="#">[select]</a>
User02, Joe	JOE_USER02	JOE_USER02@admin.fsu.edu	+1 (850) 645-1279	<a href="#">[select]</a>
User03, Joe	JOE_USER03	JOE_USER03@admin.fsu.edu	+1 (850) 644-1436	<a href="#">[select]</a>
User04, Joe	JOE_USER04	JOE_USER04@admin.fsu.edu	+1 (850) 644-6204	<a href="#">[select]</a>
User05, Joe	JOE_USER05	JOE_USER05@admin.fsu.edu	+1 (850) 644-4459	<a href="#">[select]</a>
User06, Joe	JOE_USER06	JOE_USER06@admin.fsu.edu	+1 (850) 645-8840	<a href="#">[select]</a>
User07, Joe	JOE_USER07	JOE_USER07@admin.fsu.edu	+1 (850) 645-8915	<a href="#">[select]</a>
User08, Joe	JOE_USER08	JOE_USER08@admin.fsu.edu	+1 (850) 645-9537	<a href="#">[select]</a>
User09, Joe	JOE_USER09	JOE_USER09@admin.fsu.edu	+1 (850) 644-8599	<a href="#">[select]</a>
User1, Joe	user01	JoeUser1@fsu.edu	+1 (850) 999-9999	<a href="#">[select]</a>

1-10 of 45 Results < > 10 Per Page ▲

Once selected, you can enter a note for this Requester to let them know what budget or other information they may need for this order.



**Assign Cart**

Select from profile values  Search for an assignee

Selected Assignee: Joe User1

Assign Cart To: [Search for an assignee](#)

Add to Profile

Note To Assignee: Need this for the meeting on March 1st.

[Assign](#) [Close](#)

Once assigned, you will receive this screen with the requisition number.

**Cart Assigned**

**Next Steps**  
You can view the cart in your draft carts list and can unassign it, if needed, until submitted by the assignee. After a cart is submitted by the assignee, you can view it via the Document Search page.

- [Search for another item](#)
- [Check the status of an order](#)
- [Return to your home page](#)
- [Create new draft cart](#)

**Requisition Summary**

Requisition number	1781282
Cart name	2017-02-22.shop01.01
Cart total	45.00 USD
Number of line items	1

Congratulations, you have successfully assigned your cart to a department Requester!

**Option 2: Submit Cart**

The second option is to "Proceed to Checkout"

**Shopping Cart** for Solly Shopper1

Name this cart: 2017-02-22.shop01.01

Have you made changes? [Save](#)

**PUBLIX SUPER MARKETS**  
OCALA CORNERS  
800 Ocala Rd, Tallahassee, FL 32304 US

Product Description	Unit Price	Quantity	Total
<a href="#">Deli ring, turkey, ham, beef, cheese</a> Comments: Pickup on 3-1-2017 at 12 noon. Commodity Code: 50000000 Food/Beverage Products (741301)	22.50 USD 1/EA	2	45.00 USD

Buttons: [Proceed to Checkout](#), [Assign Cart](#)

On the next page, you will need to enter the accounting data, shipping address and billing address if that has not already been done in your profile.

**Almost ready to go! The list below needs to be addressed before the request can be submitted.**

- Required field: Business Unit GL
- Required field: Department
- Required field: Fund
- Required field: Location

**Accounting Codes**

Business Unit GL	Location	Department	Fund	PC Business Unit	Project-Activity	Source Type	Category	Subcategory	Chartfield 1	Chartfield 2	Chartfield 3	Budget Reference
Required field	Required field	Required field	Required field	no value	no value	no value	no value	no value	no value	no value	no value	no value

**PUBLIX SUPER MARKETS**  
OCALA CORNERS  
800 Ocala Rd, Tallahassee, FL 32304 US

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 <a href="#">Deli ring, turkey, ham, beef, cheese</a> Accounting Codes (same as header)		1/EA	22.50	2 EA	45.00 USD

Supplier subtotal: 45.00USD

To add or update the shipping address, click the Shipping tab as shown above. The below screen on the left will come up. Then when you click, "Click here" the screen on the right will come up. Click "select from org addresses" to select a different shipping address.

**Ship To** ? X

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address

To choose a different address, [click here](#)

**Address Details**

ATTN: Sally Shopper1  
 RM/FLR/STE:   
 DEPT: University Housing  
 Address Line 1 87 N Woodward Ave  
 Address Line 2 Oglesby Union-Activities  
 City Tallahassee  
 State FL  
 Zip Code 32306  
 Country United States

**Ship To** ? X

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address

[select from org addresses](#)

**Address Details**

ATTN: Sally Shopper1  
 RM/FLR/STE:   
 DEPT: University Housing  
 Address Line 1 87 N Woodward Ave  
 Address Line 2 Oglesby Union-Activities  
 City Tallahassee  
 State FL  
 Zip Code 32306  
 Country United States

This box will come up. Click "Search".

**Address Search** ?

Nickname / Address

Text

All the FSU addresses will come up. Select the appropriate address

Results Per Page  **Addresses Found: 143** Page  of 8 ?

Name	Address	
*One-Time Ship To	ATTN: Sally Shopper1 RM/FLR/STE:  United States	<input type="button" value="select"/>
Activities	ATTN: Sally Shopper1 RM/FLR/STE: DEPT: Procurement Services 87 N Woodward Ave Oglesby Union-Activities Tallahassee, FL 32306 United States	<input type="button" value="select"/>
Aero-Propulsion, Mechatronics & Energy Ctr	ATTN: Sally Shopper1 RM/FLR/STE: DEPT: Procurement Services 2003 Levy Ave AME Bldg Tallahassee, FL 32310 United States	<input type="button" value="select"/>
Alumni Village	ATTN: Sally Shopper1 RM/FLR/STE: DEPT: Procurement Services 157 Herlong Dr Alumni VL1 Tallahassee, FL 32310 United States	<input type="button" value="select"/>
Anthropology	ATTN: Sally Shopper1 RM/FLR/STE: DEPT: Procurement Services 1847 W Tennessee St Tallahassee, FL 32306 United States	<input type="button" value="select"/>

Once selected, the new address shows up. You must now enter a room number. You can click the “Save this address for future use” to save the address to your profile. Then the next time you need it, you can select it from your profile instead of doing the above search. Click “Save” to save the address.

**Ship To** ? X

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address select from your addresses  
▼

select from org addresses

**Address Details**

ATTN:

RM/FLR/STE:

DEPT:

Address Line 1: 157 Herlong Dr

Address Line 2: Alumni VL1

City: Tallahassee

State: FL

Zip Code: 32310

Country: United States

Save this address for future use

Name this address (e.g. Main St)

Check this box to make this the default address in the future.

Now your address is updated.

[Go to Express Checkout](#) | 
 [Return to shopping cart](#) | 
 [Continue Shopping](#)

**You have completed the required information in this step. At this point, you can do the following:**

Proceed to the next step: [Billing](#). Go straight to the end: [Final Review](#).

Requisition | 
 PR Approvals | 
 PO Preview | 
 Comments | 
 Attachments | 
 History

Summary | 
 Shipping | 
 Billing | 
 Accounting Codes | 
 Supplier Info

**Shipping** ?

These values apply to all lines unless specified by line item

**Ship To**

Shipping address: ATTN: Sally Shopper1  
 RM/FLR/STE: A1210  
 DEPT: Procurement Services  
 157 Herlong Dr  
 Alumni VL1  
 Tallahassee, FL 32310  
 United States

For selected line items:



The next step is to update the Accounting Codes. As you can see the tab shows up as red, which means you cannot submit the requisition until all tabs are green. To update, click the Accounting Codes Tab.

Click "edit" to open the window to allow updates.

Business Unit GL must be updated first. Click the "Select from all values" link. Click the down arrow.

Select the only value that comes up.

Note: You cannot enter the "FSU01" value in the field, you must select from the list as shown.

Now you need to update the "Location".

Click the "Select from all values" to search for your building.

Enter all or part of the building name in the description to find your building, then click "search".

To select the building and room location, click the “select” button on the right.

[Click to filter search results ?](#) Close

Results Per Page  **Values Found 677** Page  of 34 ?

Value	Description	
00010001	WESTCOTT BUILDING0001	<a href="#">select</a>
00010001A	WESTCOTT BUILDING0001A	<a href="#">select</a>
00010001B	WESTCOTT BUILDING0001B	<a href="#">select</a>
00010001C	WESTCOTT BUILDING0001C	<a href="#">select</a>
00010001D	WESTCOTT BUILDING0001D	<a href="#">select</a>
00010002	WESTCOTT BUILDING0002	<a href="#">select</a>
00010003	WESTCOTT BUILDING0003	<a href="#">select</a>
00010004	WESTCOTT BUILDING0004	<a href="#">select</a>
00010005	WESTCOTT BUILDING0005	<a href="#">select</a>

The field will populate. Next is to enter the Department ID. You can type in the six digit code or search for it. For this example, “Select from all values” was selected.

**Accounting Codes**

Business Unit GL	Location	Department	Fund
<input type="text" value="FSU01"/> Select from all values... Required field	<input type="text" value="00010001A"/> Select from all values... Required field	<input type="text" value="Select from all values..."/> Select from all values... Required field	<input type="text" value="Select from all values..."/> Select from all values... Required field

Enter your Department code in the value or you can enter part of the department name in the Description field. Click “search”. For this example, the Department was entered.

**Custom Field Search** ?

Value

Description

[Search](#)

The results will come up in the next screen. Click “select”.

[Click to filter search results ?](#) Close

Results Per Page  **Values Found 1** Page 1 of 1 ?

Value	Description	
227000	Natl High Magnetic Field Lab	<a href="#">select</a>

**Accounting Codes**

Business Unit GL	Location	Department	Fund
<input type="text" value="FSU01"/> × Select from all values... Required field	<input type="text" value="00010001A"/> Select from all values... Required field	<input type="text" value="227000"/> Select from all values... Required field	<input type="text" value="Select from all values..."/> Select from all values... Required field

The fund code is next. Click "Select from all values" or you can enter the fund code directly in the field. For this example, "110" is entered directly in the field. When all the accounting data is filled in, click "Save".

**Accounting Codes**

Business Unit GL	Location	Department	Fund	PC Business Unit	Project-Activity	Source
FSU01 Select from all values... Required field	00010001A Select from all values... Required field	227000 Select from all values... Required field	110 Select from all values... Required field	Select from all values...		



**Note:** If using a sponsored project, you must select the "PC Business Unit", "Project-Activity" codes and any additional chartfields in the appropriate fields to complete the accounting entries.

Below is the requisition screen which is updated and ready to assign to your department Requester. Click "Assign Cart".

General
  Shipping
  Billing
  Accounting Codes
  Internal Notes and Attachments
  Final Review

**You have completed the required information in this step. At this point, you can do the following:**  
Proceed to the next step: [Internal Notes and Attachments](#). Go straight to the end: [Final Review](#).

**Requisition** | PR Approvals | PO Preview | Comments | Attachments | History

Summary | Shipping | Billing | **Accounting Codes** | Supplier Info

Hide value descriptions

Accounting Codes												
These values apply to all lines unless specified by line item												
Business Unit GL	Location	Department	Fund	PC Business Unit	Project-Activity	Source Type	Category	Subcategory	Chartfield 1	Chartfield 2	Chartfield 3	Budget Reference
FSU01 Florida State University	00010001A WESTCOTT BUILDING0001A	227000 Nat'l High Magnetic Field Lab	110 E&G General Revenue	no value	no value	no value	no value	no value	no value	no value	no value	no value

For selected line items

**PUBLIX SUPER MARKETS** [more info...](#)  
OCALA CORNERS  
800 OCALA RD, TALLAHASSEE, FL 32304 US

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Deli Ring, Turkey, ham, beef, cheese Accounting Codes (same as header)		1/EA	22.50	2 EA	45.00 USD

**Supplier subtotal 45.00USD**

A box will come up for you to select the Requester. Click the “Search for an assignee” button, then click “Search for an assignee” link.

1-10 of 45 Results < > 10 Per Page ▼

Name ▲	User Name ▲	Email ▲	Phone	Action
User01, Joe	JOE_USER01	JOE_USER01@admin.fsu.edu	+1 (850) 645-1442	<a href="#">[select]</a>
User02, Joe	JOE_USER02	JOE_USER02@admin.fsu.edu	+1 (850) 645-1279	<a href="#">[select]</a>
User03, Joe	JOE_USER03	JOE_USER03@admin.fsu.edu	+1 (850) 644-1436	<a href="#">[select]</a>
User04, Joe	JOE_USER04	JOE_USER04@admin.fsu.edu	+1 (850) 644-6204	<a href="#">[select]</a>
User05, Joe	JOE_USER05	JOE_USER05@admin.fsu.edu	+1 (850) 644-4459	<a href="#">[select]</a>
User06, Joe	JOE_USER06	JOE_USER06@admin.fsu.edu	+1 (850) 645-8840	<a href="#">[select]</a>
User07, Joe	JOE_USER07	JOE_USER07@admin.fsu.edu	+1 (850) 645-8915	<a href="#">[select]</a>
User08, Joe	JOE_USER08	JOE_USER08@admin.fsu.edu	+1 (850) 645-9537	<a href="#">[select]</a>
User09, Joe	JOE_USER09	JOE_USER09@admin.fsu.edu	+1 (850) 644-8599	<a href="#">[select]</a>
User1, Joe	user01	JoeUser1@fsu.edu	+1 (850) 999-9999	<a href="#">[select]</a>

1-10 of 45 Results < > 10 Per Page ▲

The below screen will come up with the assignee's name. Write a note to let him know what the order is for or other comments you want to send.

**Assign Cart**

Select from profile values  Search for an assignee

Selected Assignee: Joe User1

Assign Cart To: [Search for an assignee](#)

Add to Profile

Note To Assignee: Joe, please process this one for the meeting on 3-1-2017

**Assign** Close

Congratulations! You have successfully assigned your cart!

**✔ Cart Assigned**

**Next Steps**

You can view the cart in your draft carts list and can unassign it, if needed, until submitted by the assignee. After a cart is submitted by the assignee, you can view it via the [Document Search](#) page

- [Search for another item](#)
- [Check the status of an order](#)
- [Return to your home page](#)
- [Create new draft cart](#)

**Requisition Summary**

Requisition number	1782071
Cart name	2017-02-23 shop01 01
Cart total	45.00 USD
Number of line items	1