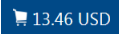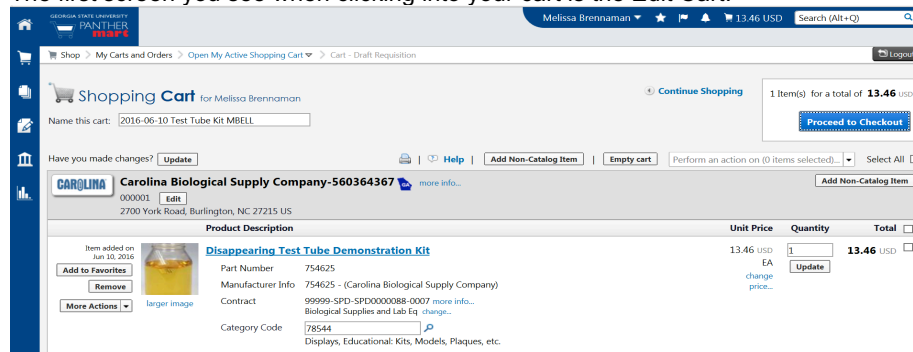# Georgia State PantherMart
Submitting an Order Guide

CART OVERVIEW

Items that you wish to order are initially put into a Cart. The Cart is where you define your products and quantities, ship-to address, and accounting fields. Once your Cart is submitted into workflow, it becomes a Requisition. Click the **🛒 13.46 USD** icon on the top right of the screen to access your cart. Click View My Cart.

EDIT CART

The first screen you see when clicking into your cart is the Edit Cart:

On this screen you can update your Cart Name and add a description to your cart. To update the quantity of a particular item, change the value in the **Quantity** field and click **Update**. You cannot complete this step with punch-out carts.

REVIEW CART

Click **Proceed to Checkout** to the ship to address and if you are a Requestor, the SpeedChart and Workflow, and any other changes needed prior to submitting your cart for approvals. NOTE: It's important to be certain that the correct Category Code has been selected. For all Payment Requests, the Category code will be 200000, otherwise select the category code on the General Tab at the line level that most closely reflects the description of goods and/or services being purchased.

SHIP TO ADDRESS

The Ship to address is a required field on all carts. To update or change the Ship to address:

1. Click the **edit** button to the right of "Ship To"
2. If you don't have an address stored in your profile, select the **click here** link to search for the appropriate address.

3. If you have an address stored in your profile, select the **select from your addresses** drop-down menu and choose the ship-to address to use..
4. Verify the information that appears is correct, and if not, make any necessary changes, and then click **Save** .
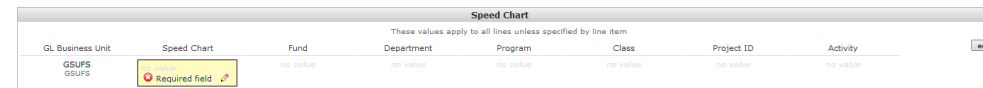5. NOTE: If you are not a requestor skip the Accounting Codes and Workflow Approvals sections. You will need to click **Assign Cart** and assign the cart to a Requestor in your Department or College.

ACCOUNTING CODES

You can assign accounting codes to the entire cart or individually to each line item. Just enter the SpeedChart value, which will automatically populate the fund, department, program, and class values. To update the speed chart value to apply to the entire cart:

1. Scroll down below the Shipping address section to the Speed Chart:

2. Click the **edit** button.
3. Under Speed Chart, click the **Select from profile values...** link to choose a value from your profile.
4. Choose the appropriate value from the drop down list and click **Recalculate and Save** .
5. Or, if you need to search for an accounting code, click the **Select from all values...** link.
6. Enter the search criteria, and then click **Search** .
7. Click ▮▮▮ next to the speed chart to use.
8. The values for fund, department, program, and class will auto-populate based on the speed chart selection. Click **Recalculate and Save** .

If you wish to update the speed chart for each line individually:

1. Click the **edit** button next to each line item.
2. Follow the instructions above to update the speed chart for each line item.
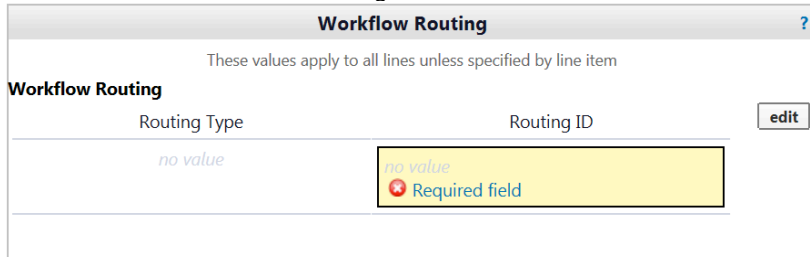
WORKFLOW APPROVALS

You will need to select the workflow routing that best fits your Requisition. If any of the SpeedCharts used are project then you will need to select Project Routing Type. The

Routing ID is generally your Department number for Department Workflow or your Department number + an extra zero for Project Workflow. You should request instructions from your Departmental Business Manager on the proper workflow for your department.

1. Click the Workflow Routing Tab then click [edit].

Workflow Routing ?

These values apply to all lines unless specified by line item

Workflow Routing

Routing Type	Routing ID	edit
no value	no value ❌ Required field	

1. For Routing Type, click the [Select from profile values...] link to choose a value from your profile.
2. For Routing ID, click the [Select from profile values...] link to choose a value from your profile.
3. Or, if you need to search for Routing Type or Routing ID, click the [Select from all values...] link.
4. Enter the search criteria, and then click [Search].
5. Choose the appropriate value and click [Recalculate and Save].
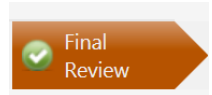
ACCOUNT CODE

The account code will default in from the category code that was chosen. The Requestor needs to review the account code to be sure that it's the most appropriate account code for the transaction.

INTERNAL NOTES AND ATTACHMENTS

The Requestor needs to be sure that appropriate quotes, insurance and immigration security affidavits, and contracts as required for services are attached to the order.

PLACE ORDER

[Final Review]

Once all required fields have been completed and verified, click

then click [Submit Requisition] to submit your order for approval. Your cart is now a Requisition and the system will provide you with a Requisition number that can be used to track the progress of the requisition through the approval process.