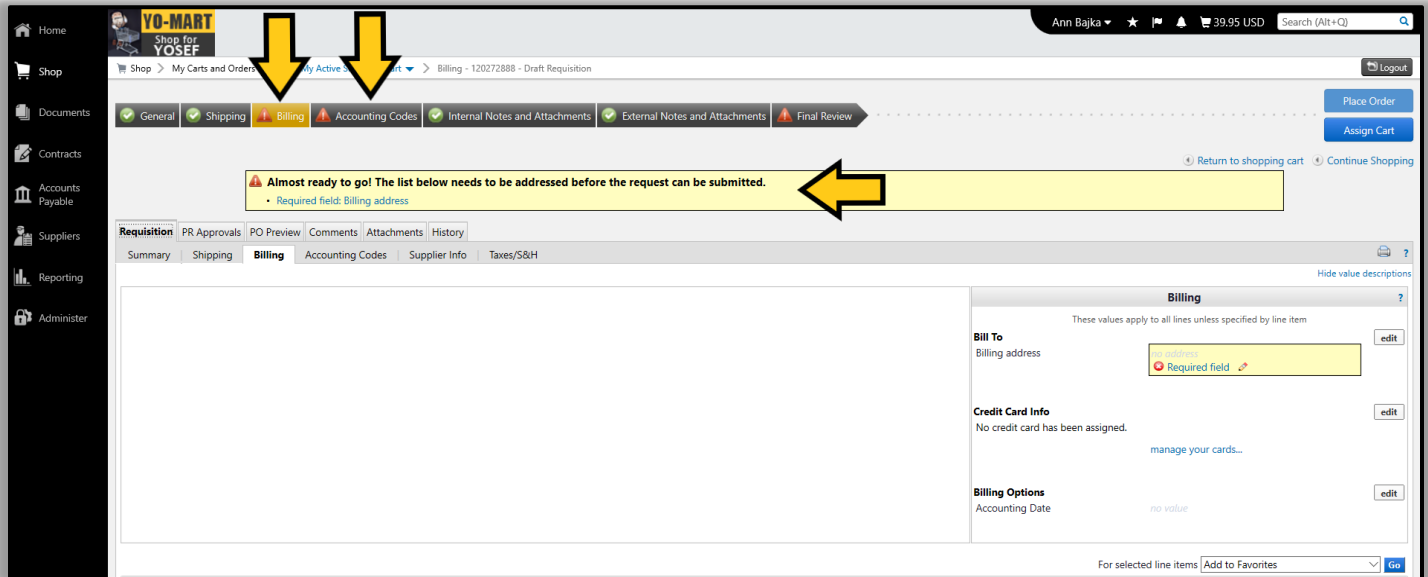




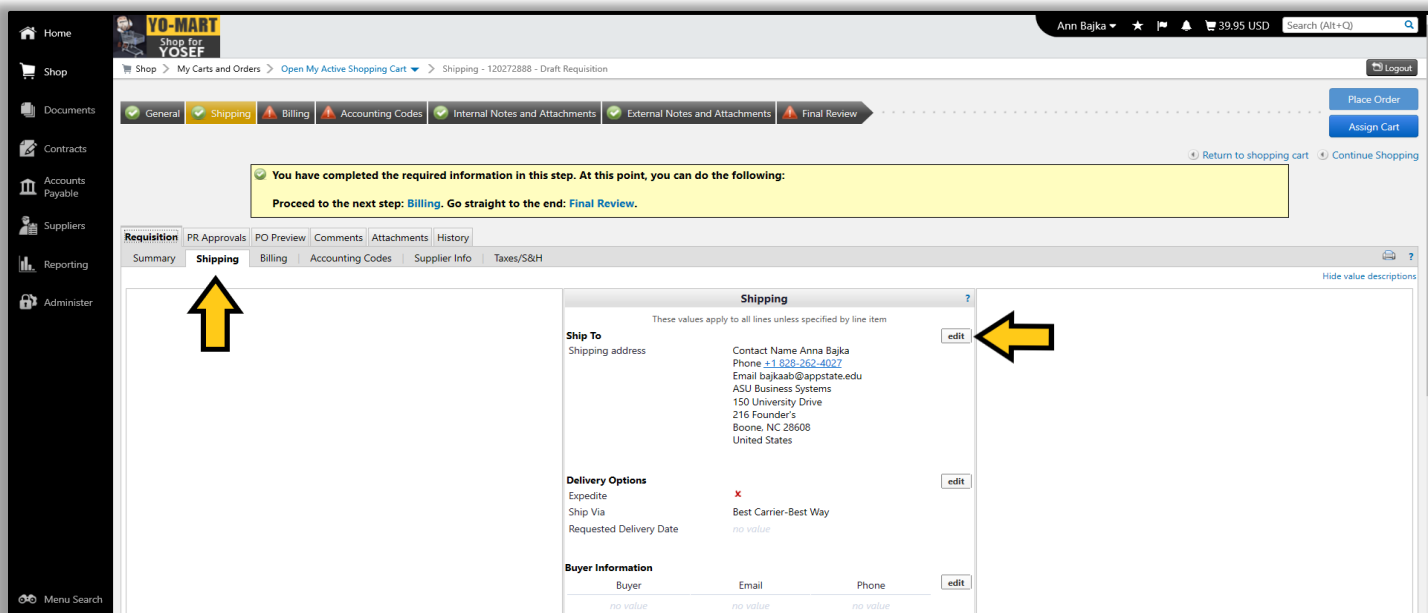
Checkout

1. Look for any **errors** that may need to be corrected – we want **GREEN** checkmarks across the top

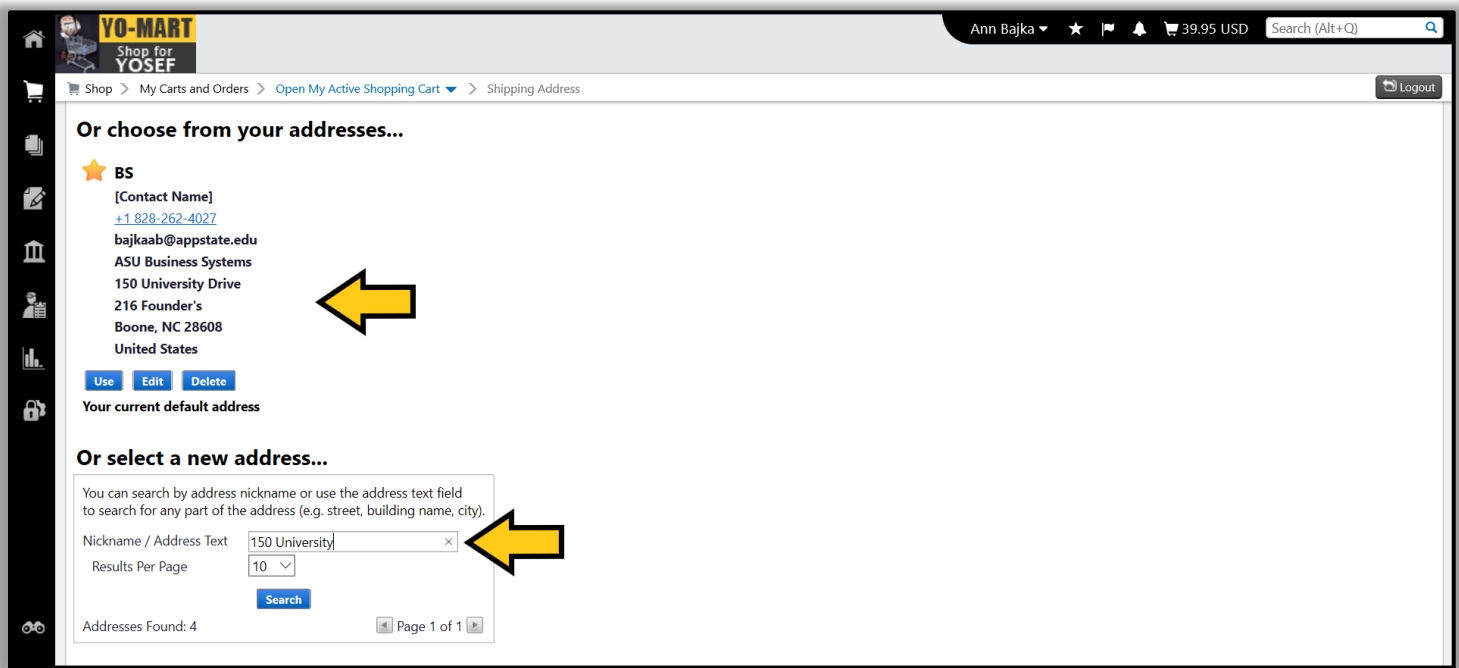


Entering Shipping Information

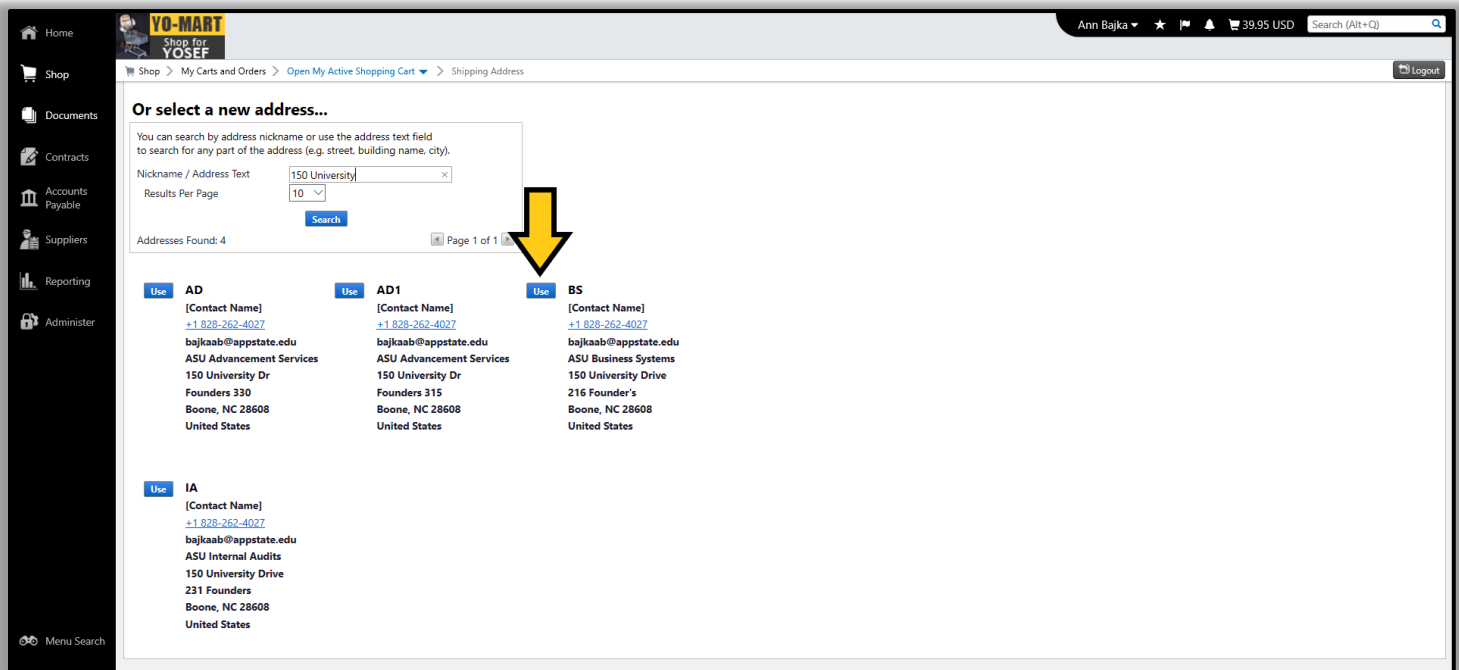
1. To add or change a shipping address, click the **shipping tab** > then click **edit**



2. You can choose an address already saved or select a new one. To select a new address > enter the address text > click search



3. Available addresses will be populated below. Find the appropriate address > click Use. If your address is not listed, contact a YoMart Administrator to add it



4. In the popup window > type a **Contact Name** > checkbox to **Save this address for future use** > type a **Name for this address** > checkbox to **make it your default address** > click **Use**

Selected Address Details ? X

Fields with * are Required

BS

Contact Name * Anna Bajka

Phone +1 828-262-4027

Email * bajkaab@appstate.edu

Address Line 1 ASU Business Systems

Address Line 2 150 University Drive

Address Line 4 216 Founder's

City Boone

State NC

Zip Code 28608

Country United States

Save this address for future use

Name this address (e.g. Main St)

Business Systems

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

Use Cancel

Entering Billing Information

1. To add or change a **Billing**, click the **Billing tab** > then click **edit**

Home Shop Documents Contracts Accounts Payable Suppliers Reporting Administrator

YO-MART Shop for YOSEF

Ann Bajka 39.95 USD Search (Alt+C)

Shop > My Carts and Orders > Open My Active Shopping Cart > Billing - 120272888 - Draft Requisition

Logout

Place Order Assign Cart

Return to shopping cart Continue Shopping

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

- Required field: Billing address

Requisition PR Approvals PO Preview Comments Attachments History

Summary Shipping **Billing** Accounting Codes Supplier Info Taxes/S&H

Hide values

Billing

These values apply to all lines unless specified by line item

Bill To

Billing address [edit]

Credit Card Info

No credit card has been assigned. [edit]

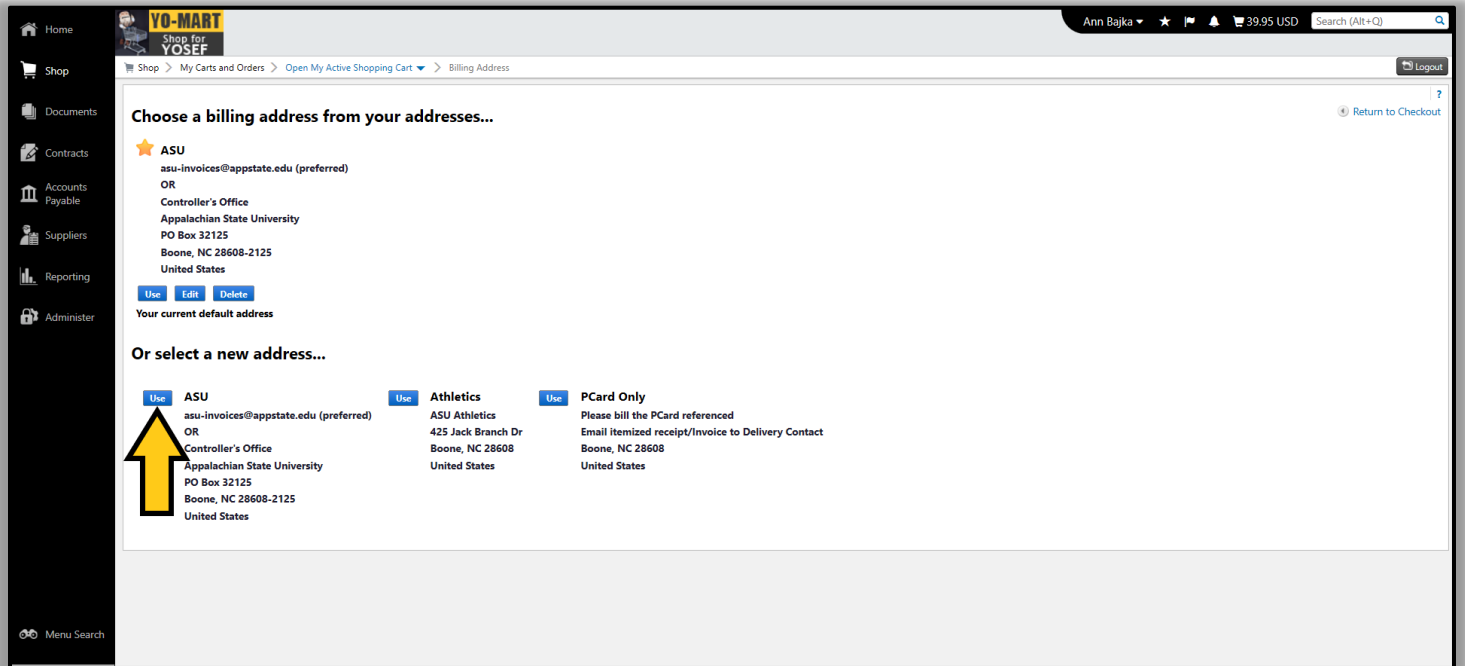
manage your cards...

Billing Options

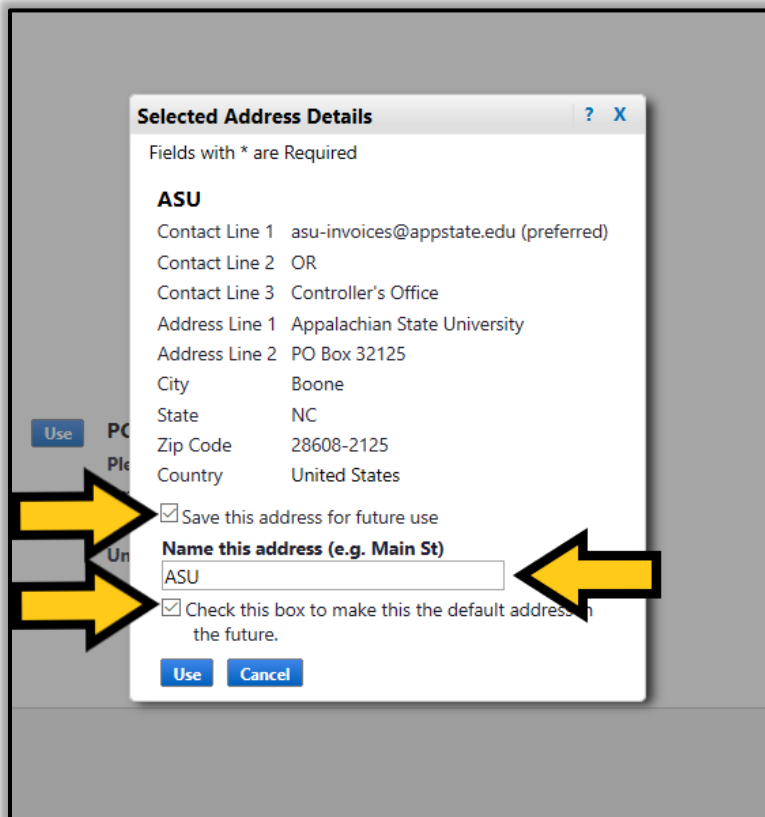
Accounting Date no value [edit]

For selected line items Add to Favorites Go

2. ASU Invoices is the preferred Billing method > click Use

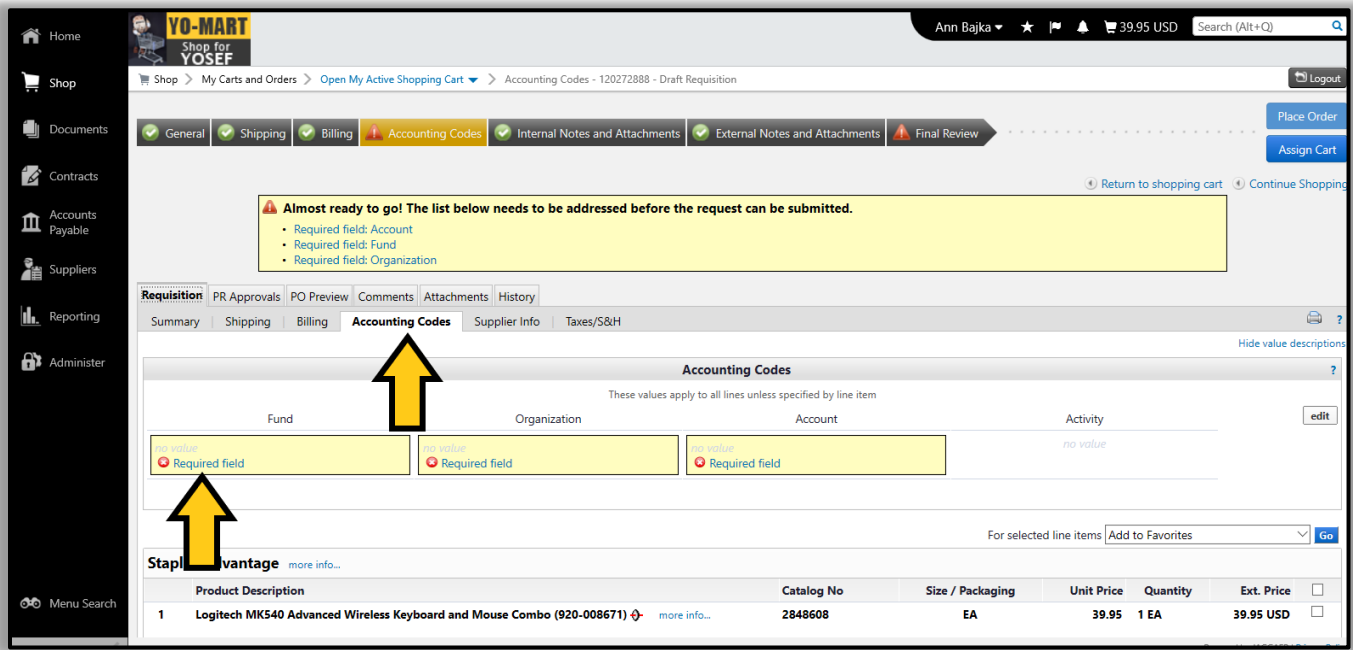


3. In the popup window > checkbox to Save this address for future use > type a Name for this address > checkbox to make it your default address > click Use

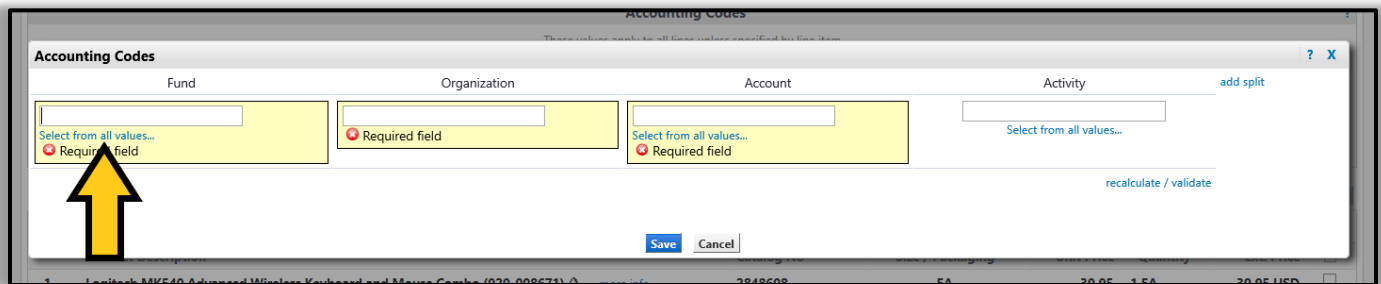


Entering Accounting Codes

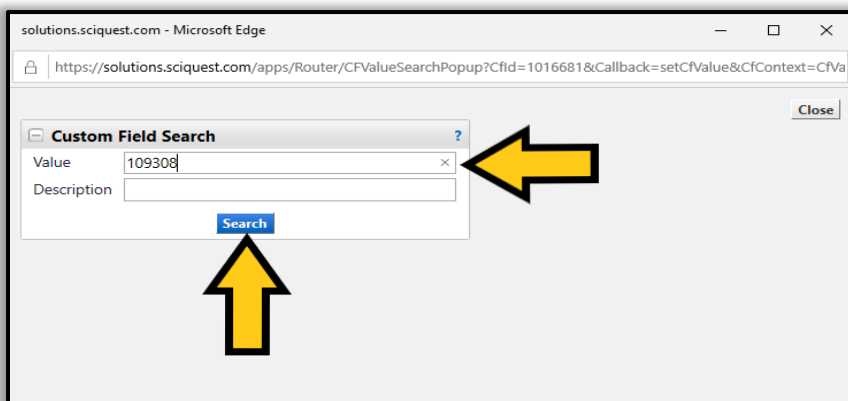
4. To add or change the Accounting Codes > click the **Accounting Codes** tab > then click the **Required Field** link under Fund



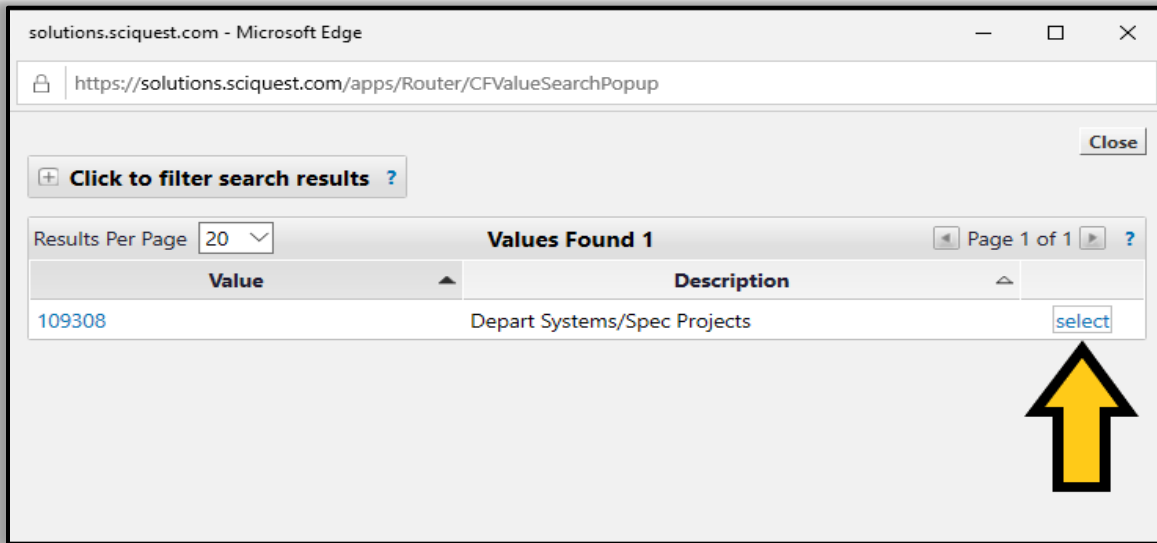
5. In the popup window > click the **Select from all values** link under Fund



6. In the popup window > Type your Fund # in the **Value** field > click **Search**
Note: You must have access to these Funds in Banner

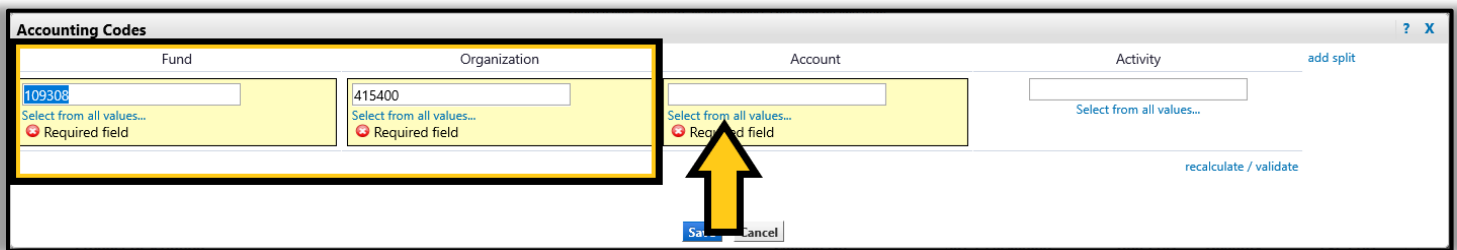


7. In the popup window > click [Select](#) for the appropriate Fund

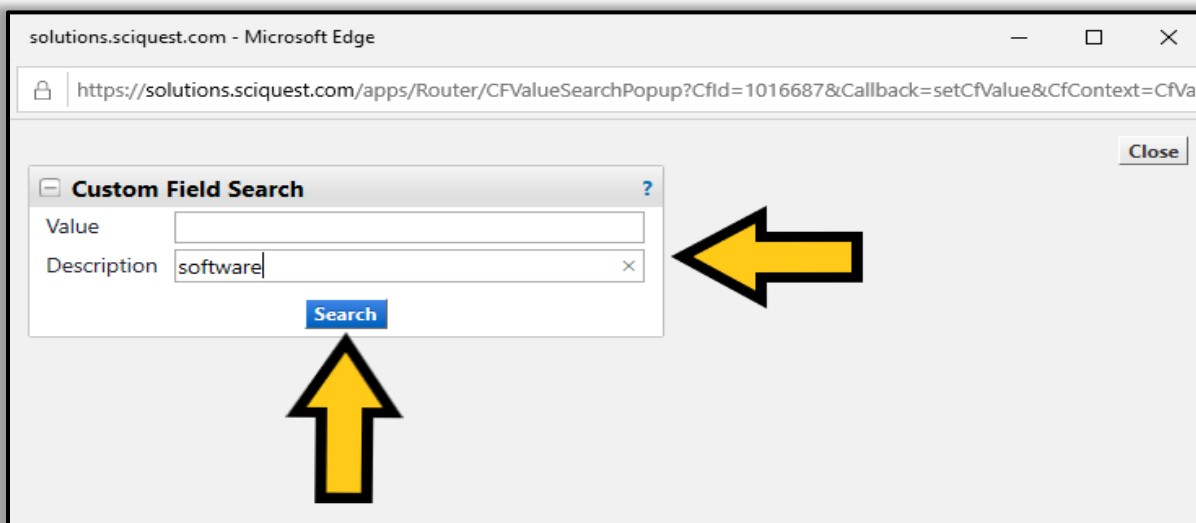


8. The Fund and Organization fields should be populated > click the [Select from all values](#) link under Account

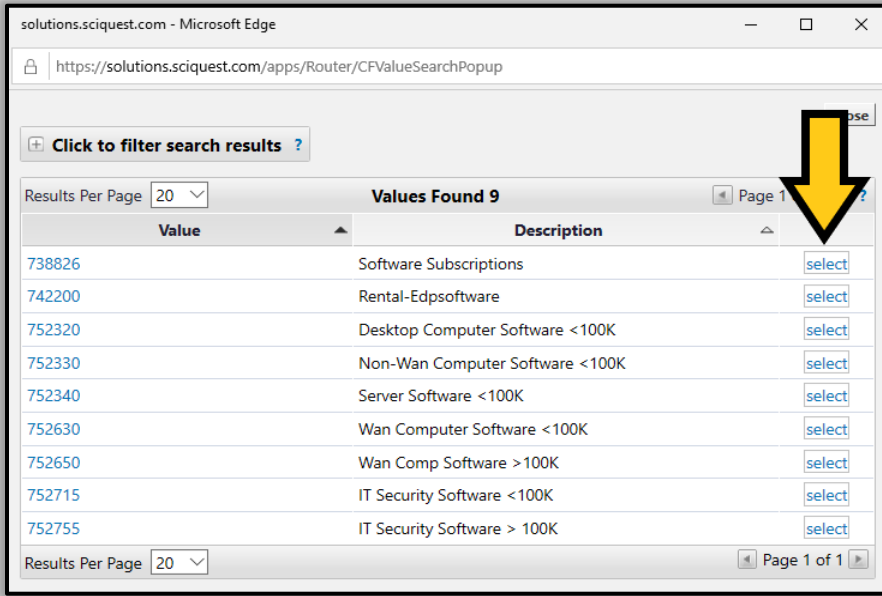
Note: If the Organization field does not populate automatically, contact your YoMart System Administrator



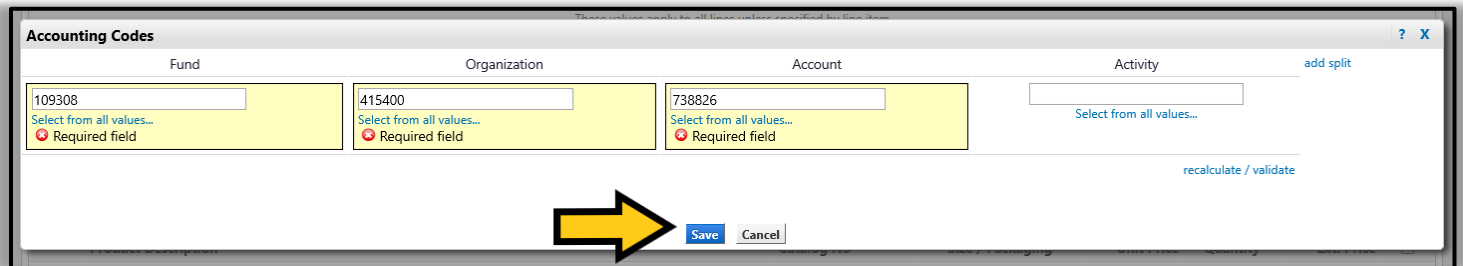
9. In the popup window > Type the Account Code in the [Value](#) field OR type in a [Description](#) to search > click [Search](#)



10. In the popup window > click **Select for the appropriate Account Code**



11. With all Accounting Codes populated > click **Save**



12. We now have **GREEN checkmarks across the top > click **Place Order** or **Assign Cart****

