

# Shopping

## Profile

- Setting up your default settings
- Notification Overview

## Shopping

- Navigating the Hosted Catalog
- Navigating Supplier Punchouts
- Navigating the Purchase Request Form
  - Adding Distribution
  - Select different fulfillment center
  - Checking the boxes
  - How to use Available actions
  - How to save your Template

## Cart Management

- Navigating your Active shopping Cart
  - Naming your Shopping Cart
  - Performing Actions
  - Editing your Purchase Request Form
- Navigating your Draft and Assigned carts
  - Actions
  - Un-assign an assigned cart
- Assigning your Shopping Cart
- Checkout Process Overview
  - Completing the Required Fields
  - Approval Process

## Document Searches

## Creating Receipts