JOB AID FOR PULLING MULTIPLE CARTS INTO AN OMNI REQUISITION

SPECIAL NOTE: ALL CARTS MUST BE ORDERS FOR THE SAME VENDOR. MULTIPLE VENDORS ARE NOT ALLOWED ON A SINGLE REQUISITION AND WILL BE RETURNED IF SUBMITTED.

Go into OMNI, create requisition, and enter the data as required for EMarket orders:

Vendor: 0000005914, Ship To, Due Date, Attention, and Dept ID/Fund/project string

Click Continue.
Click on the Web tab when the next page comes up.

Click on the E-Market link
When the below message appears, click Cancel to go to the E-Market.

You have unsaved data on this page. Click OK to go back and save, or Cancel to continue.

OK  Cancel

Go to the E-Market and look at the Review Section, then click on Draft Carts link.
When you get to the page with your carts, select a cart.
When you get the cart pulled up, then click the Submit Cart to OMNI link.
When you get to this page, click the Review and Submit link (Step 3).
To grab another cart to pull into this same requisition, click on description link for the last line of the requisition.

Since you are going back out to the E-Market, you again click the Cancel button.
Select another cart link to pull in that cart.
Click Submit Cart to OMNI.
You will see the second cart was added to the items you already had on the requisition.
You can pull more carts. Let’s pull one more to complete this requisition.

Click the last line description to go back out to the E-Market. Select another cart and then click the Submit Cart to OMNI link.
Notice all the line items are now on your requisition. Click Save and Submit to send this requisition to your approver for processing.