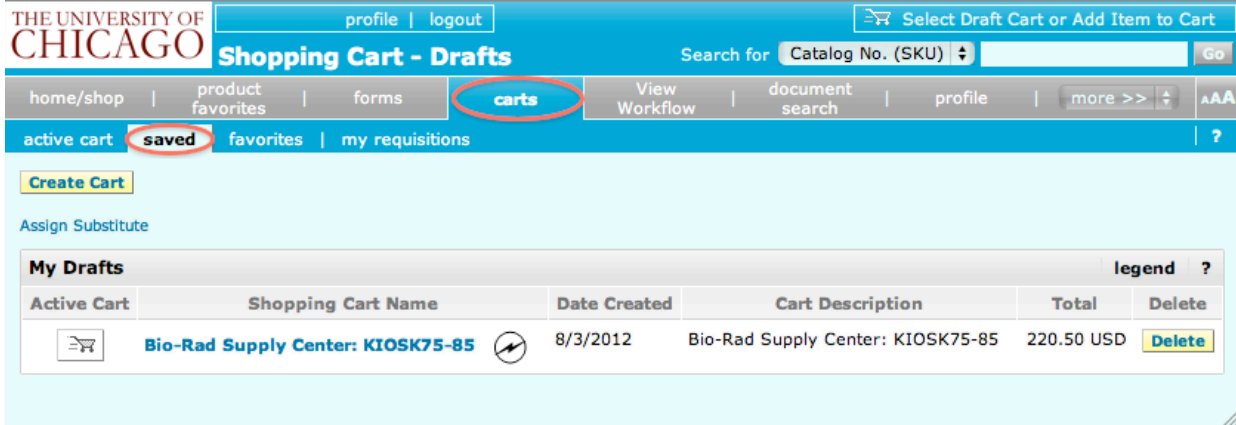


## Completing a Bio-Rad Kiosk/Supply Center Order through BuySite

1. Access your saved carts to find your Bio-Rad Kiosk/Supply Center Order.



THE UNIVERSITY OF CHICAGO profile | logout Select Draft Cart or Add Item to Cart

**Shopping Cart - Drafts** Search for Catalog No. (SKU) Go

home/shop | product favorites | forms | **carts** | View Workflow | document search | profile | more >> | AAA

active cart **saved** | favorites | my requisitions ?

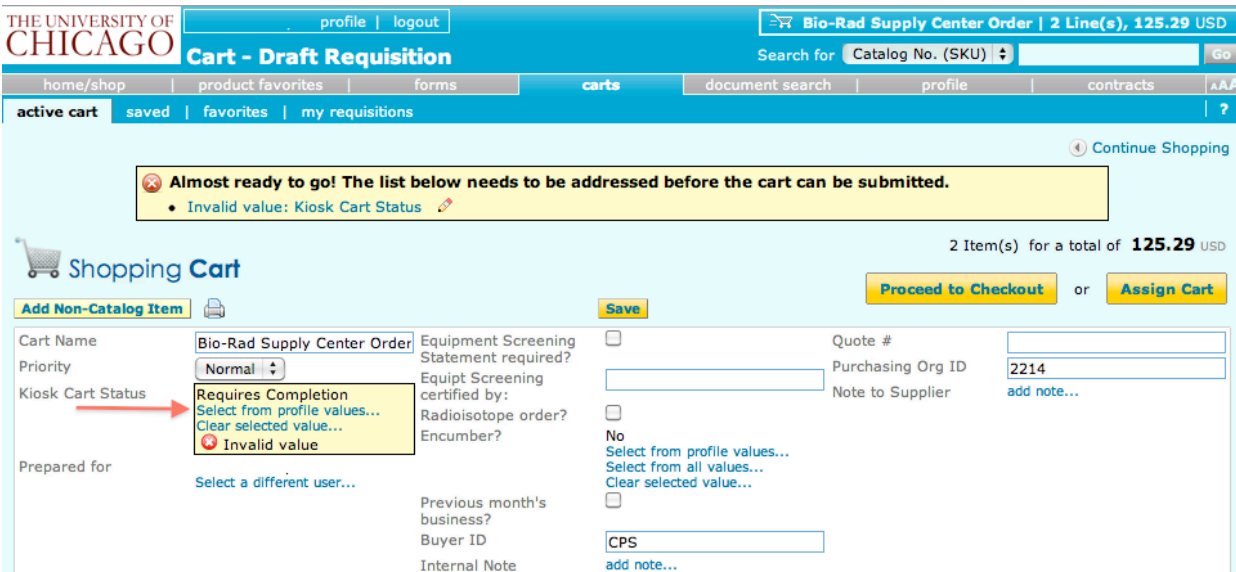
Create Cart

Assign Substitute

**My Drafts** legend ?

Active Cart	Shopping Cart Name	Date Created	Cart Description	Total	Delete
	Bio-Rad Supply Center: KIOSK75-85	8/3/2012	Bio-Rad Supply Center: KIOSK75-85	220.50 USD	Delete

2. Set the Kiosk Cart Status field to "Send to Approver" and Proceed to Checkout.



THE UNIVERSITY OF CHICAGO profile | logout Bio-Rad Supply Center Order | 2 Line(s), 125.29 USD

**Cart - Draft Requisition** Search for Catalog No. (SKU) Go

home/shop | product favorites | forms | **carts** | document search | profile | contracts | AAA

active cart saved | favorites | my requisitions ?

Continue Shopping

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

- Invalid value: Kiosk Cart Status

2 Item(s) for a total of **125.29** USD

Shopping Cart Proceed to Checkout or Assign Cart

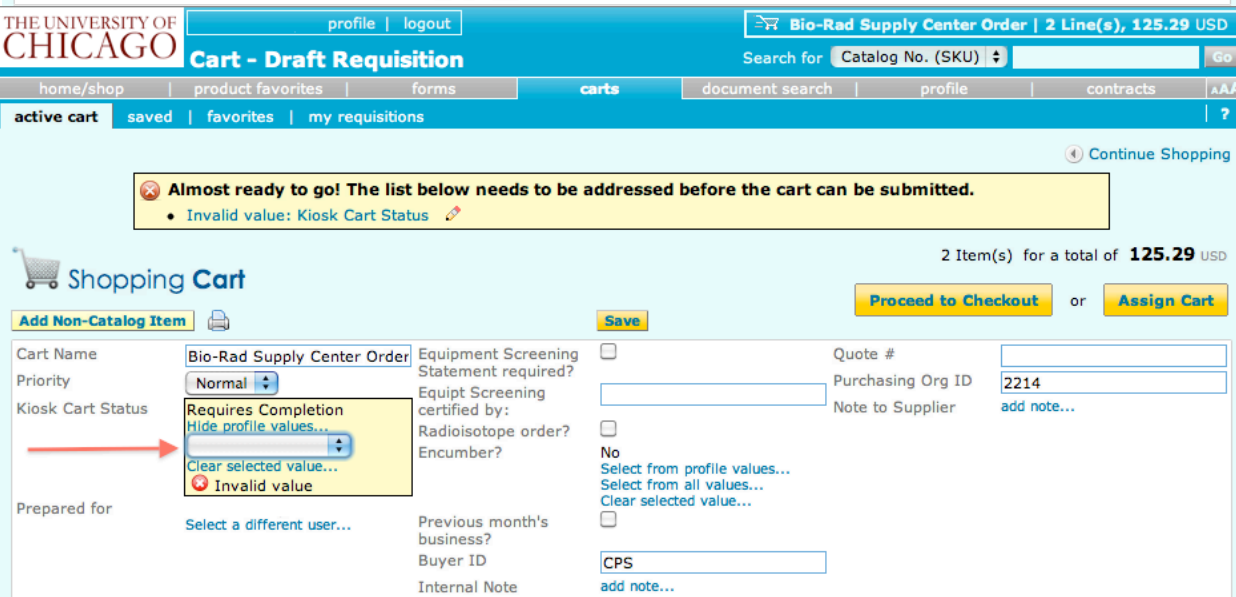
Add Non-Catalog Item Save

Cart Name: Bio-Rad Supply Center Order  
 Priority: Normal  
 Kiosk Cart Status: **Requires Completion** (Invalid value)  
 Prepared for: Select a different user...

Equipment Screening Statement required?   
 Equip Screening certified by:   
 Radioisotope order?   
 Encumber? No  
 Select from profile values...  
 Select from all values...  
 Clear selected value...

Quote #:   
 Purchasing Org ID: 2214  
 Note to Supplier: add note...

Previous month's business?   
 Buyer ID: CPS  
 Internal Note: add note...



THE UNIVERSITY OF CHICAGO profile | logout Bio-Rad Supply Center Order | 2 Line(s), 125.29 USD

**Cart - Draft Requisition** Search for Catalog No. (SKU) Go

home/shop | product favorites | forms | **carts** | document search | profile | contracts | AAA

active cart saved | favorites | my requisitions ?

Continue Shopping

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

- Invalid value: Kiosk Cart Status

2 Item(s) for a total of **125.29** USD

Shopping Cart Proceed to Checkout or Assign Cart

Add Non-Catalog Item Save

Cart Name: Bio-Rad Supply Center Order  
 Priority: Normal  
 Kiosk Cart Status: **Requires Completion** (Invalid value)  
 Prepared for: Select a different user...

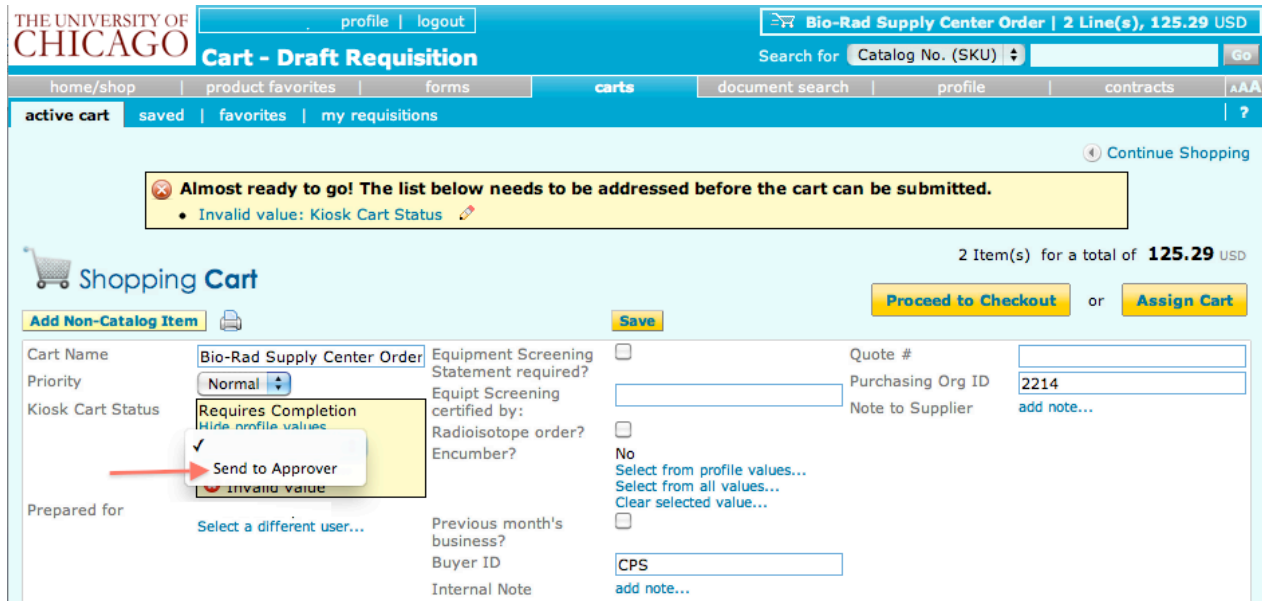
Equipment Screening Statement required?   
 Equip Screening certified by:   
 Radioisotope order?   
 Encumber? No  
 Select from profile values...  
 Select from all values...  
 Clear selected value...

Quote #:   
 Purchasing Org ID: 2214  
 Note to Supplier: add note...

Previous month's business?   
 Buyer ID: CPS  
 Internal Note: add note...

## Completing a Bio-Rad Kiosk/Supply Center Order through BuySite

2. (continued)



THE UNIVERSITY OF CHICAGO profile | logout Bio-Rad Supply Center Order | 2 Line(s), 125.29 USD

**Cart - Draft Requisition** Search for Catalog No. (SKU) [ ] Go

home/shop | product favorites | forms | **carts** | document search | profile | contracts | AAA

active cart | saved | favorites | my requisitions Continue Shopping

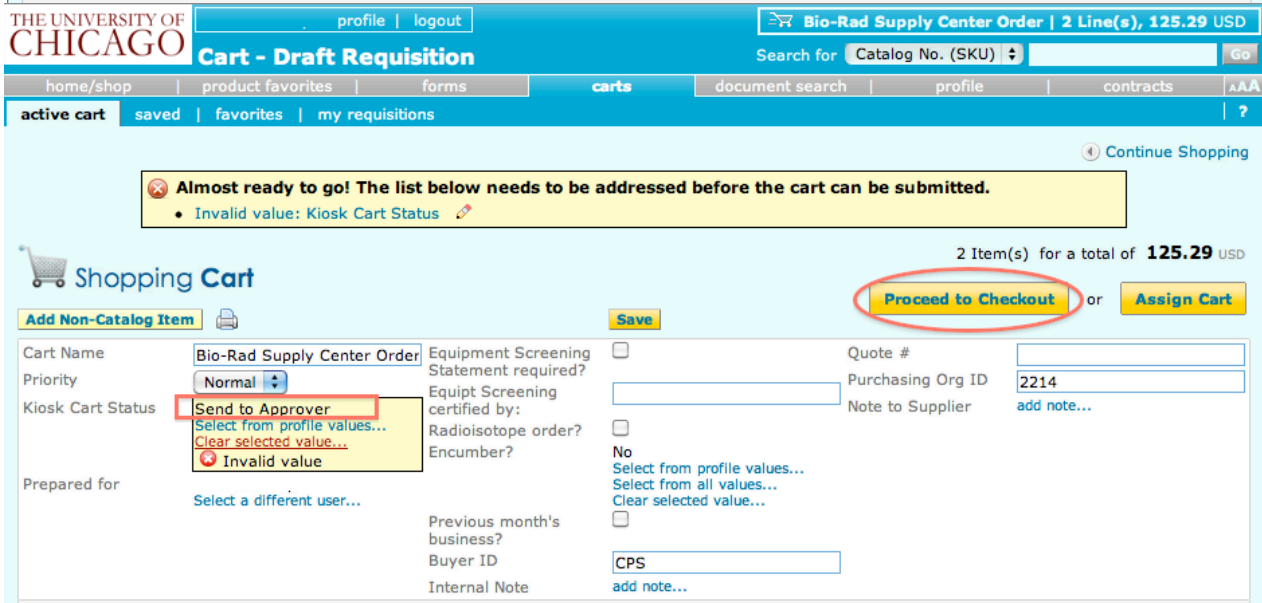
**Almost ready to go! The list below needs to be addressed before the cart can be submitted.**

- Invalid value: Kiosk Cart Status

Shopping Cart 2 Item(s) for a total of **125.29** USD

[Add Non-Catalog Item](#) [Save](#) [Proceed to Checkout](#) or [Assign Cart](#)

Cart Name: Bio-Rad Supply Center Order	Equipment Screening Statement required? <input type="checkbox"/>	Quote #: [ ]
Priority: Normal	Equip Screening certified by: [ ]	Purchasing Org ID: 2214
Kiosk Cart Status: <b>Requires Completion</b>	Radioisotope order? <input type="checkbox"/>	Note to Supplier: add note...
<div style="border: 1px solid black; padding: 2px;"> <ul style="list-style-type: none"> <li>Send to Approver</li> <li>Invalid value</li> </ul> </div>	Encumber? No	
Prepared for: Select a different user...	Previous month's business? <input type="checkbox"/>	Select from profile values...
	Buyer ID: CPS	Select from all values...
	Internal Note: add note...	Clear selected value...



THE UNIVERSITY OF CHICAGO profile | logout Bio-Rad Supply Center Order | 2 Line(s), 125.29 USD

**Cart - Draft Requisition** Search for Catalog No. (SKU) [ ] Go

home/shop | product favorites | forms | **carts** | document search | profile | contracts | AAA

active cart | saved | favorites | my requisitions Continue Shopping

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

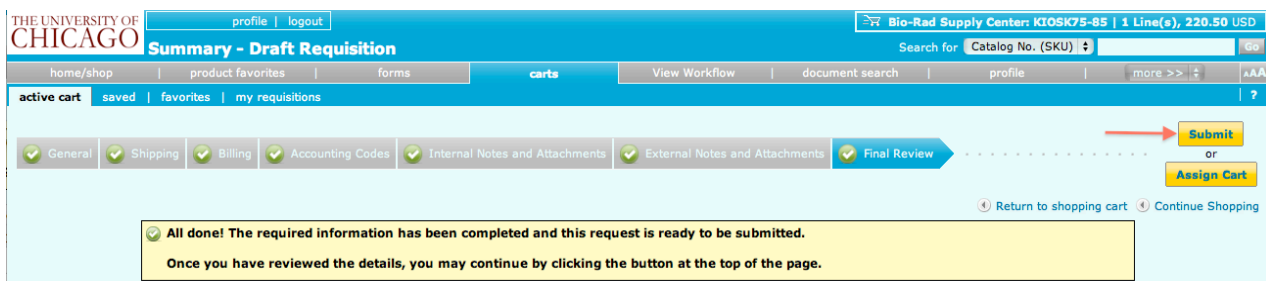
- Invalid value: Kiosk Cart Status

Shopping Cart 2 Item(s) for a total of **125.29** USD

[Add Non-Catalog Item](#) [Save](#) [Proceed to Checkout](#) or [Assign Cart](#)

Cart Name: Bio-Rad Supply Center Order	Equipment Screening Statement required? <input type="checkbox"/>	Quote #: [ ]
Priority: Normal	Equip Screening certified by: [ ]	Purchasing Org ID: 2214
Kiosk Cart Status: <b>Send to Approver</b>	Radioisotope order? <input type="checkbox"/>	Note to Supplier: add note...
<div style="border: 1px solid black; padding: 2px;"> <ul style="list-style-type: none"> <li>Send to Approver</li> <li>Select from profile values...</li> <li>Clear selected value...</li> <li>Invalid value</li> </ul> </div>	Encumber? No	
Prepared for: Select a different user...	Previous month's business? <input type="checkbox"/>	Select from profile values...
	Buyer ID: CPS	Select from all values...
	Internal Note: add note...	Clear selected value...

3. Proceed through next steps to Final Review, completing any additional required information, and Submit.



THE UNIVERSITY OF CHICAGO profile | logout Bio-Rad Supply Center: KIOSK75-85 | 1 Line(s), 220.50 USD

**Summary - Draft Requisition** Search for Catalog No. (SKU) [ ] Go

home/shop | product favorites | forms | **carts** | View Workflow | document search | profile | more >> | AAA

active cart | saved | favorites | my requisitions Return to shopping cart | Continue Shopping

**All done! The required information has been completed and this request is ready to be submitted.**

Once you have reviewed the details, you may continue by clicking the button at the top of the page.

General
  Shipping
  Billing
  Accounting Codes
  Internal Notes and Attachments
  External Notes and Attachments
  Final Review
 [Submit](#) or [Assign Cart](#)



## Completing a Bio-Rad Kiosk/Supply Center Order through BuySite

4. Verified by the below confirmation screen providing your requisition number, your requisition has been successfully submitted for purchase order approval.

The screenshot shows a web browser window displaying a confirmation page for a requisition. The page header includes the University of Chicago logo and navigation links. The main content area features a 'Requisition Information' box with a green checkmark icon and a congratulatory message. Below the message is a table of requisition details and a list of suggested next actions.

**Submitted - Requisition 824646**

Search for Catalog No. (SKU) [ ] [Go]

home/shop | product favorites | forms | carts | View Workflow | document search | profile | more >> | ?

active cart | saved | favorites | my requisitions

**Requisition Information** ?

**Congratulations! You have successfully submitted your request. If you need to view or print a copy, click [Quick View](#) or view its status on the [Approvals Tab](#).**

Here is a summary of the requisition. You can also retrieve this requisition at any time via the document history search page.

Requisition number	824646 <a href="#">view</a>
Requisition status	Pending
Cart name	Bio-Rad Supply Center: KIOSK75-85
Requisition date	8/7/2012
Requisition total	220.50 USD
Number of line items	1

What would you like to do next? Here are links to some common actions.

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