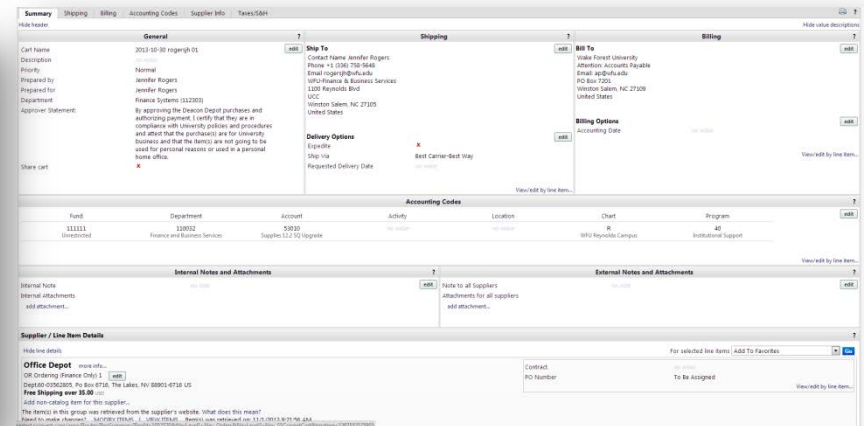
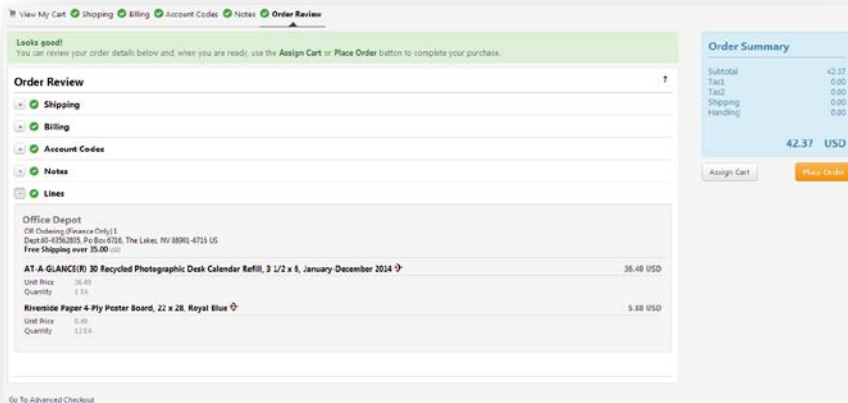




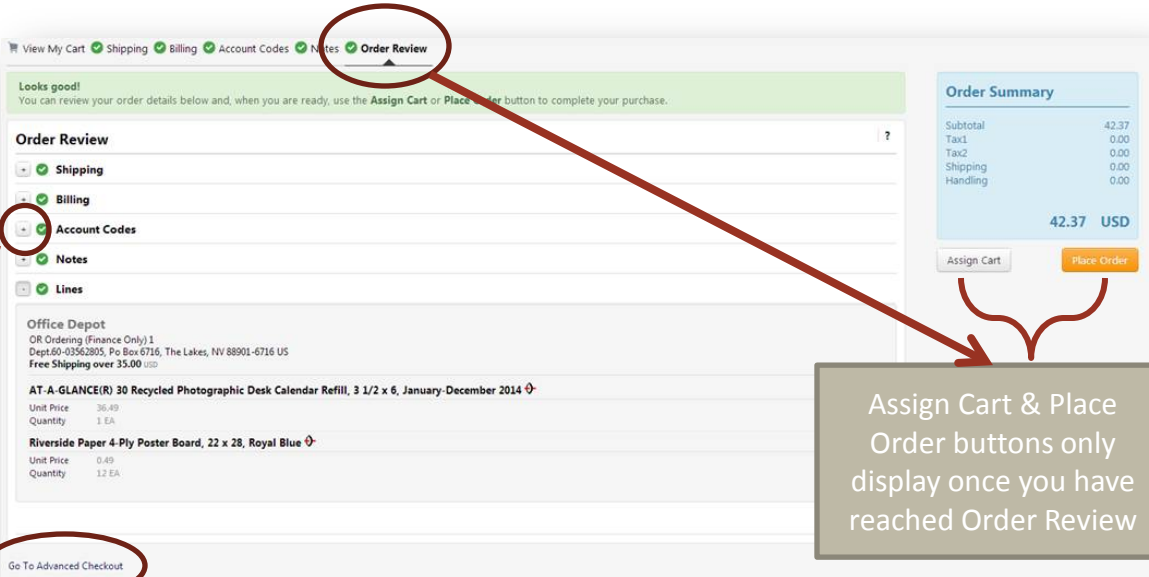
- Express Checkout
- Best for:
 - Users who have completed profiles with default values for shipping address, account codes (FOAPAL), and cart assignee
 - Carts that don't need line level editing
- View the [Express Checkout Quick Guide](#) for more information

- Advanced Checkout
- Edit both header and line level information on the same screen
- Necessary for line level editing
- View the [Advanced Checkout Cart Review/Order Creation Quick Guide](#) for more information



Express Checkout

- Offers efficient method for placing orders
- Editing available at the header level only (values for all cart items)
- Uses values saved in the profile
- Cleaner format—open one section at a time for editing using the +
- Use the “Go To Advanced Checkout” link to complete line level editing.



Assign Cart & Place Order buttons only display once you have reached Order Review

Use this link to return to Express Checkout.

Advanced Checkout

- View header & line level information on one screen
- Edit at both the header & line levels
- Use saved profile values or search all values for shipping address, accounting codes (FOAPAL) and cart assignee

Header Level

Line Level

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.

[Go to Express Checkout](#) [Return to shopping cart](#) [Continue Shopping](#)

Summary (Shipping | Billing | Accounting Codes | Supplier Info | Taxes/SD*)

General	Shipping	Billing
Cart Name: 2013-10-30 rogersh 01 Description: [edit] Priority: Normal Prepared By: Jennifer Rogers Prepared For: Jennifer Rogers Department: Finance Systems (12200) Approver Statement: By approving the Deacon Depot purchases and authorizing payment, I certify that they are in compliance with University policies and procedures and attest that the purchase(s) are for University business and that the Agency are not going to be used for personal reasons or used in a personal home office. Share cart: [X]	Ship To: Contact Name: Jennifer Rogers Phone: +1 (703) 756-6666 Email: jrogers@dufunds.com DUF Funds & Business Services 1100 Reynolds Bldg UCC Winston Salem, NC 27105 United States Delivery Options: Expedit: [X] Ship Via: Best Carrier Best Way Requested Delivery Date: [edit]	Bill To: Wake Forest University Attention: Accounts Payable Email: ap@wfu.edu PO Box 5202 Winston Salem, NC 27109 United States Billing Options: Accounting Code: [edit]

Fund	Department	Account	Activity	Location	Chart	Program
111111	Finance and Business Services	53010	Supplies 122-7C Upgrade		WFU/Reynolds Campus	Institutional Support

Supplier / Line Item Details

Office Depot [more info...](#)
 (DE Ordering) (Business Only) [edit]
 Dept:60-C3562305, Po Box 6702, The Lakes, NV 88901-6716 US
Free Shipping over \$5.00 [edit]
 Add non-catalog item for this supplier.
 The Agency in this group was retrieved from the supplier's website. What does this mean?
 Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) [Banner](#) was retrieved on 11/8/2013 9:21:56 AM
 Line(s): 2
 You cannot access this item from the supplier's purchase site because it did not originate from a purchase session. What does this mean?
 Line(s): 1

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 AT-A-GLANCE® 39 Recycled Photographic Desk Calendar Refill, 3 1/2 x 6, January-December 2014 more info... Manufacturer Name: Meadvilleville.com Manufacturer Part Number: 6475034 Supplier Part Auxiliary ID: 398117	398117	1A	38.49	1 EA	38.49 USD
2 Riverside Paper 4 9/16 Poster Board, 22 x 28, Royal Blue more info... Manufacturer Name: Paces corporation Manufacturer Part Number: 264200 Supplier Part Auxiliary ID: 327794	327794	1A	0.49	12 BA	5.88 USD

	Supplier subtotal	42.37
Tax1	0.00	
Tax2	0.00	
Shipping	0.00	
Handling	0.00	
Supplier total	42.37USD	

	Subtotal	42.37
Tax1	0.00	
Tax2	0.00	
Shipping	0.00	
Handling	0.00	
Total	42.37 USD	

Shipping, handling, and tax charges are calculated and charged by each supplier, the values shown here are for estimation purposes, budget checking, and verification approval.