How to Use the New FlashCart Commodity Code Drop-Down Menu

- 1) Complete a cart in FlashCart for any item(s) you wish to purchase, using any form, or punchout or hosted catalog, and "Proceed to Checkout" to create a draft requisition.
- 2) When reviewing your draft requisition, note the highlighted area indicating the commodity code as a mandatory field that requires your completion:

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3) To add a Commodity Code, click on the "edit" button in the top right-hand corner of the Supplier/Line Item Details section:

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How to Use the New FlashCart Commodity Code Drop-Down Menu

4) Click on the drop-down arrow in the Commodity Code area:

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5) Choose a Commodity Code appropriate for the product or service you are ordering from the displayed drop-down list by clicking on it...

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How to Use the New FlashCart Commodity Code Drop-Down Menu

7) Your order will have the chosen Commodity Code displayed, and you will be ready to place your order!

	<u></u>			LAWRENCE MC		🔸 🝙 <mark>50</mark> 🛕 🐚 2	.500.00 USD	Search (Alt+Q)	۹
ì		E.		Driviterice inc			.500.00 050	bearen (Aich Q)	-
-) Shop > My Carts and Or	ders > Open My Active Shopping Cart ⊽	 > Summary - Draft Requisition 						Diogout
I									Place Order
ł	🥝 General 🤡 Shippi	ng 🥝 Billing 🚱 Accounting Co	odes 🥝 Internal Notes and At	ttachments 🤡 External N	Notes and Attac				Assign Cart
1	Q I	All done! The required informati	ion has been completed and	this request is ready to	o be submitte		eturn to shoppin	g cart 🕚 Contin	ue Shopping
â		Once you have reviewed the deta	ails, you may continue by cl	licking the button at th	e top of the p	oage.			
L.	Requisition PR Approva	Is PO Preview Comments Attachm	nents History						
2	Summary Shipping	Billing Accounting Codes	Internal Notes and Attachmer	nts Supplier Info Ta	axes/S&H			Hide valu	e descriptions
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*	Cart Name Description Priority Prepared by Prepared for Federal Funding Grant Purchase?	2017-11-13 Imcwilli 01 no value Normal LAWRENCE MCWILLIAMS LAWRENCE MCWILLIAMS no value	edit Ship To Contact Name: Larry M. Phone: +1 (330) 672-91 KENT STATE UNVERSIT MICHAEL SCHWARTZ C KENT, OH 44242 United States	196 TY	edit	Bill To Contact Name: LAWREN Phone: +1 (330) 672-91 KSU PROCUREMENT/P/ 237 MICHAEL SCHWAR KENT, OH 44242 United States	96 AYMENTS	S	edit
			Delivery Options Expedite Ship Via	🗙 Best Carrier-Best Way	edit	Credit Card Info No credit card has beer	-	manage your care	edit
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	pping. Handling, and Tax cl d workflow approvals.	harges are calculated and charged by	y each supplier. The values sho		A	ttachments for supplier Add Attachments Supplier sub Shipping Handling Supplier tota	total N I	0.00))

Please contact Larry McWilliams in the Procurement Department at x29196 or via email to <u>Imcwilli@kent.edu</u> with any questions about this new procedure.