Basic ProcureSU Shopping Process

1. Identify Goods or Services Need
2. Shopping or Form?
   - Shopping
     - Look for Item(s) in "Shop at the Top" to locate Hosted Catalog Item(s)
6. Found Item(s)?
   - Yes
     - Specify Quantity
     - Move to Cart
   - No
     - Another Order?
       - Yes
         - Assign Cart to a Requisitioner in Your Reporting Unit
       - No
         - End of Shopping
   - No
     - Locate Non-catalog Item(s) and Complete Non-catalog Item
     - Complete Non-standard IT Form
     - Scan Receipts or other Information and Attach, if Needed
     - Complete Form