



MacBuy Shopping Guide

MacBuy is an eProcurement program for online shopping with direct charges to chart field strings; it can be used instead of a Pcard, however, the Pcard can still be used. Using MacBuy results in no Pcard charges so no reconciliation. Approvals are obtained before the order is placed. Negotiated special pricing is in place for Show Case suppliers (punch out and hosted).

The **Shopper** in MacBuy:

- ✓ edits own personal profile for shipping, taxes, email, chart field strings, etc.
- ✓ views all suppliers (hosted, punch out, non-catalogue) and their products
- ✓ creates, edits, updates and withdraws own cart
- ✓ shops for items
- ✓ compares products
- ✓ adds attachments and notes (internal AND external)
- ✓ creates shared carts
- ✓ enters internal notes (especially good for shared carts)
- ✓ assigns or un-assigns the cart to a **Requisitioner**
- ✓ checks the approval status of a requisition
- ✓ creates Goods Receipts and Return Receipts when necessary
- ✓ **cannot submit carts for check out**; can only assign to **Requester**

See also:

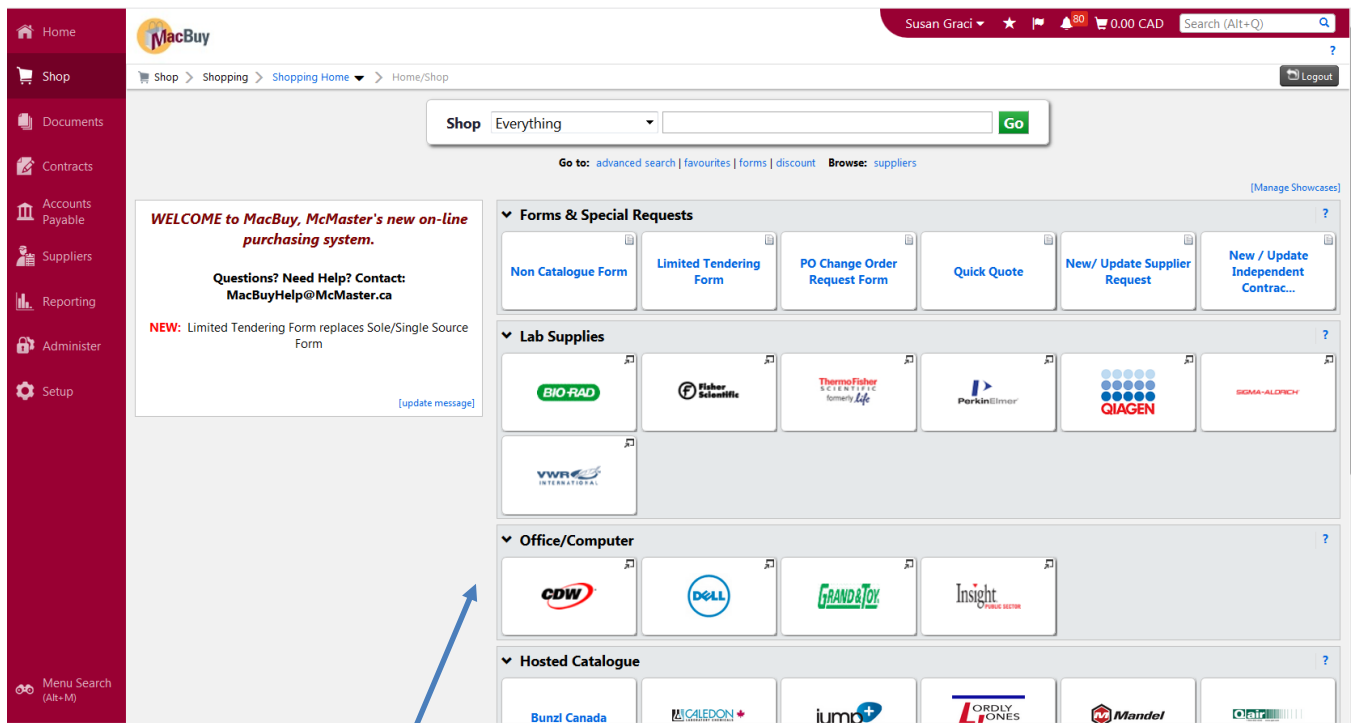
- MacBuy **Requester** Guide for shopping and submitting processes.
- MacBuy **Approver** Guide for approval processes.
- MacBuy **User Profile** Guide for customizing user profile processes.
- MacBuy **Limited Tendering** Guide for orders over \$10,000.00 (non catalogue)

To shop in MacBuy:

Log into Mosaic then select the MacBuy tile. This may be under the **My Work** screen.



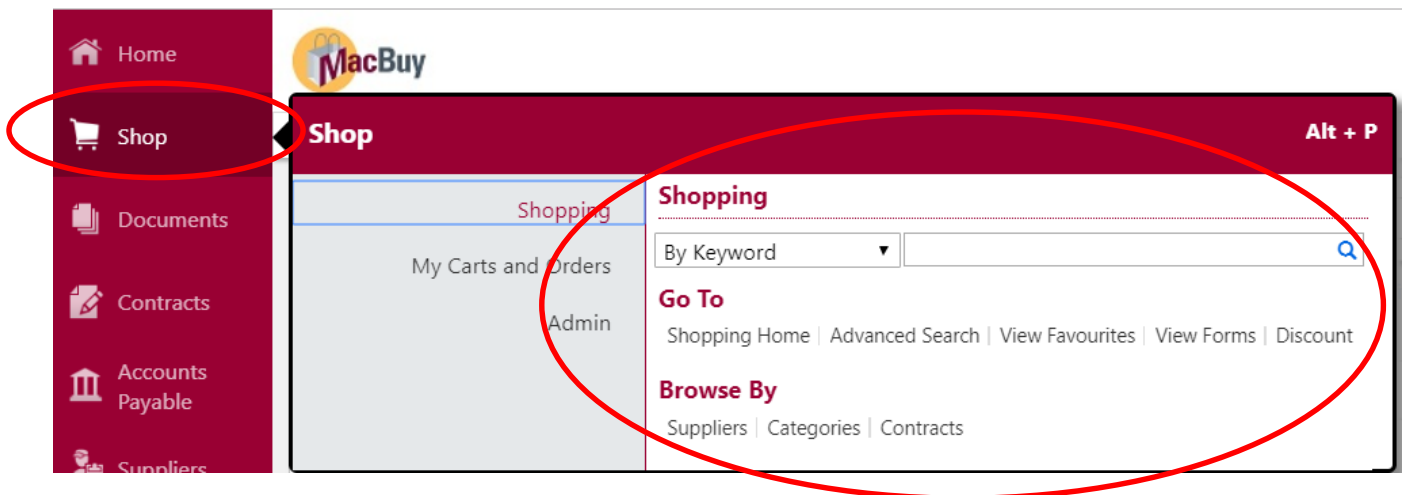
This takes the user to the MacBuy Home Screen, below.



MacBuy Home Screen. Tiles are suppliers with McMaster contracted pricing in place.

Ways to shop in MacBuy:

- ✓ Click the appropriate tile if shopping from a specific supplier in the Showcase (hosted and punch out). These suppliers have McMaster contract pricing in place.
- ✓ Use the **Shop Everything** (field top centre) to search all hosted suppliers (no punch out sticker on their tile).
- ✓ Use Non Catalogue Form tile if shopping from supplier without contract pricing in place (Non Catalogue Form is a separate tile). Suppliers have been brought over from Mosaic, however, withholding suppliers (T4A and T4A-NR) are not processed in MacBuy.
- ✓ Use Shop (Navigation toolbar on left margin) then search.



The first item selected creates a cart if a cart is not already open (a cart containing at least one item).

TIP: Always confirm in Notifications toolbar (upper right on home screen) that no items are already in a cart. If there are items present, a dollar value will appear. Either continue shopping using this cart (adding more items to it) or use “create new cart” when selecting item.

TIP: Non catalogue suppliers cannot be placed in the same cart as catalogue suppliers.



The Notifications toolbar above shows that there are no items in the cart. Any items purchased will be added to this cart.



The Notifications toolbar above shows that a cart has already been started. Any new items purchased will be added to the cart unless the “create new cart” option is selected once an item has been chosen.

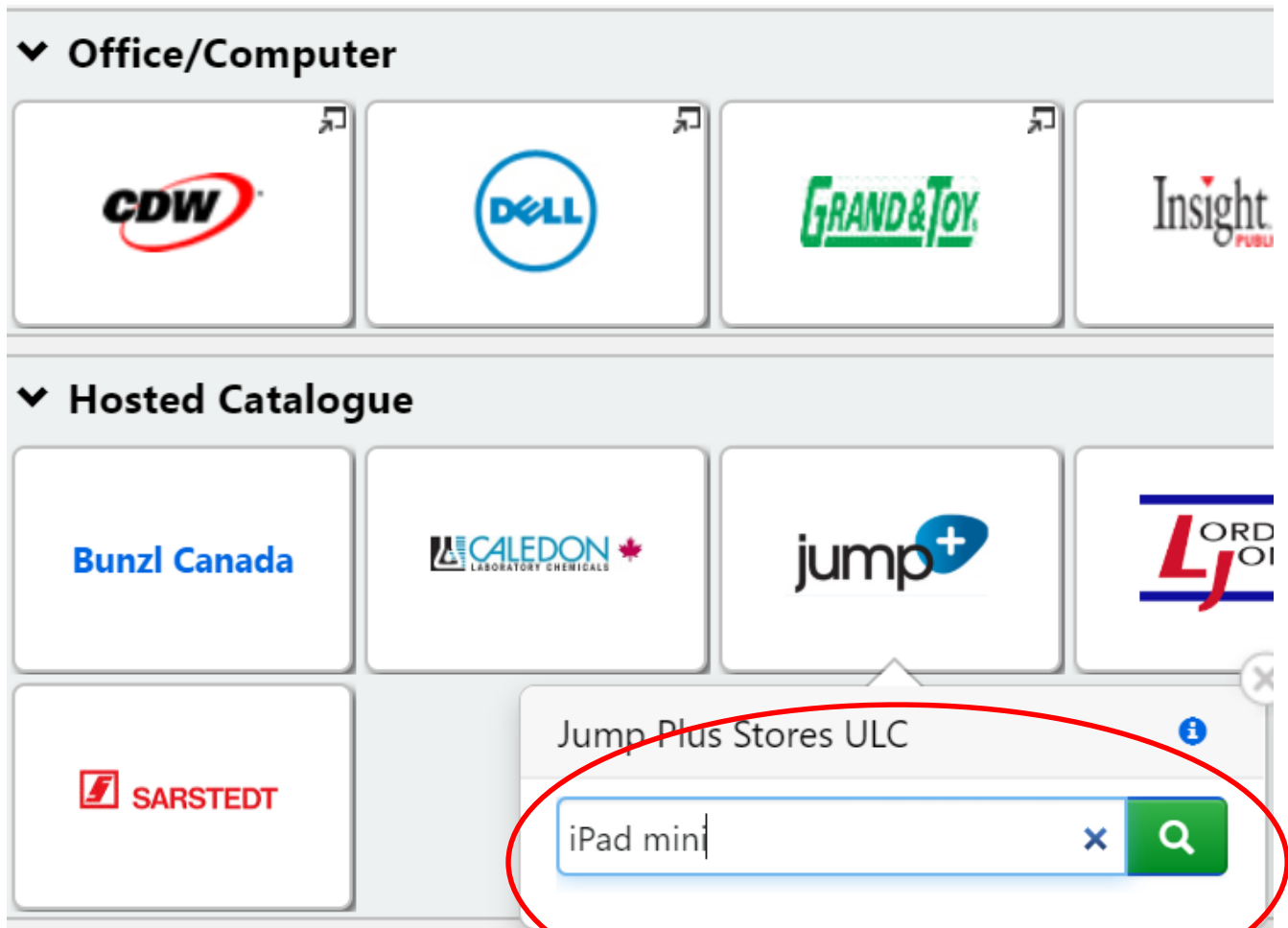


Punch out suppliers: have a key icon top right of the tile. **Grand & Toy** is an example of a punch out supplier. Shoppers are directed to the supplier’s site but with McMaster negotiated contract pricing. A non McMaster employee logging into Grand & Toy’s site will not see the same discounted prices.

Once a shopper has selected the items to purchase, they check out of the supplier’s site and are taken back into the MacBuy site.

TIP: Each punch out supplier has its own environment. Shopper experience will vary from site to site. Shop following instructions on the supplier site.

Hosted suppliers: do not have a key icon top right of the tile. **Jump+** is an example of a hosted supplier. The supplier does not host shoppers on their website. Instead, their negotiated price list is available in MacBuy. This is updated regularly by Procurement.








To shop on a hosted supplier, click on the tile.

Click on the magnifying glass (leaving search field empty) to see entire product list or enter search criteria and then click the magnifying glass.

In the above example, MacBuy will present all items sold by **Jump+** that have iPad mini in the description.

Results Per Page 20 Sort by: Best Match Page 1 of 1

	Apple iPad mini 4 Wi-Fi + Cellular 128GB - Gold from Jump Plus Stores ULC Part Number MK782CL/A Manufacturer Info MK782CL/A - (Apple)	679.03 CAD EA 1 <input type="button" value="Add to Cart"/> <input type="button" value="compare"/>
	Apple iPad mini 4 Wi-Fi + Cellular 128GB - Silver from Jump Plus Stores ULC Part Number MK772CL/A Manufacturer Info MK772CL/A - (Apple)	679.03 CAD EA 1 <input type="button" value="Add to Cart"/> <input type="button" value="compare"/>
	Apple iPad mini 4 Wi-Fi + Cellular 128GB - Space Gray from Jump Plus Stores ULC Part Number MK762CL/A Manufacturer Info MK762CL/A - (Apple)	679.03 CAD EA 1 <input type="button" value="Add to Cart"/> <input type="button" value="compare"/>
	Apple iPad mini 4 Wi-Fi 128GB - Gold from Jump Plus Stores ULC Part Number MK9Q2CL/A Manufacturer Info MK9Q2CL/A - (Apple)	514.13 CAD EA 1 <input type="button" value="Add to Cart"/> <input type="button" value="compare"/>
	Apple iPad mini 4 Wi-Fi 128GB - Silver from Jump Plus Stores ULC Part Number MK9P2CL/A Manufacturer Info MK9P2CL/A - (Apple)	514.13 CAD EA 1 <input type="button" value="Add to Cart"/> <input type="button" value="compare"/>

Use **Add to Cart** to select one or more items. To compare, use the compare hyper link. To add to favourites, use add favourite hyper link.


TIP: A Folder must be created in order to save Favourites.

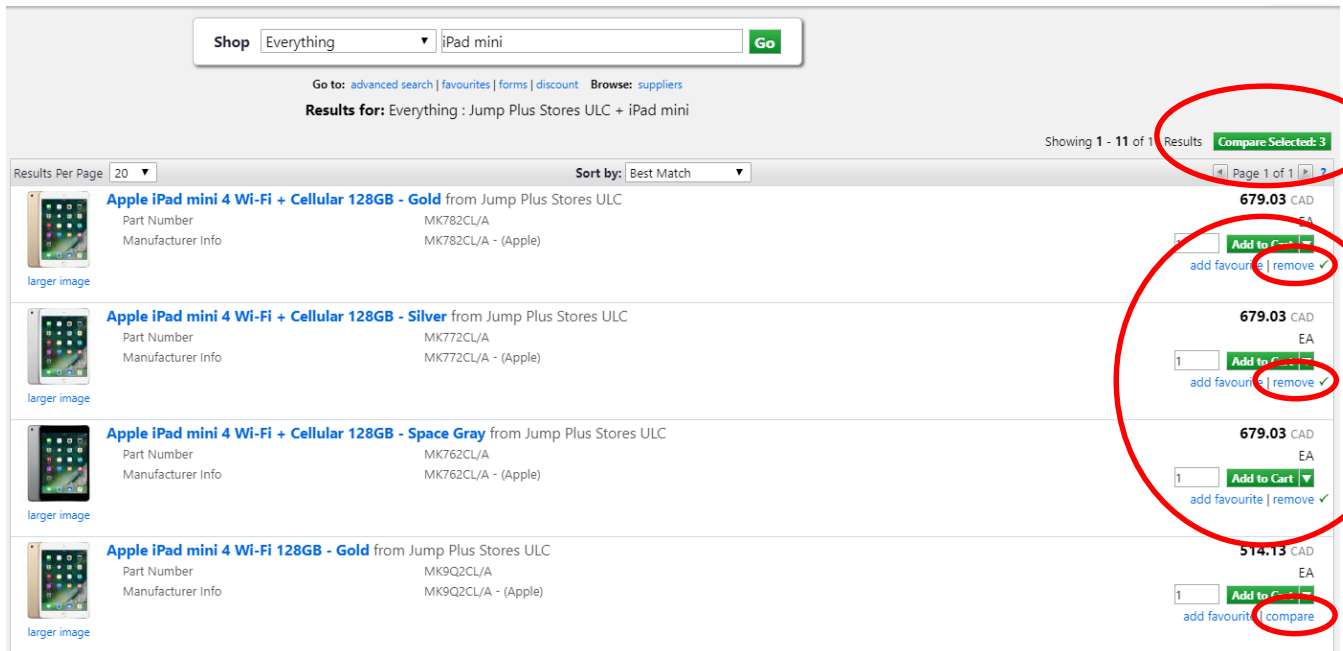
SHOPPING INSTRUCTIONS (Con't): See Page 11

To compare items in hosted catalogues:

Comparison shopping can be done within MacBuy for hosted suppliers only.

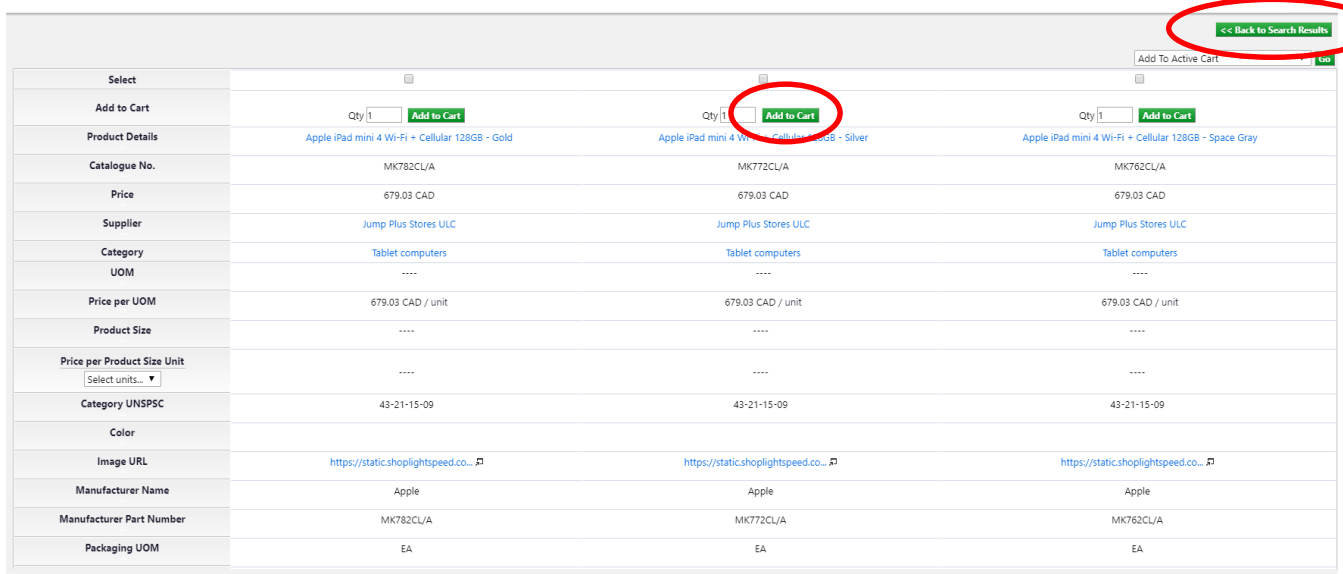
TIP: Comparison shopping for items can be done on individual supplier sites for punch out suppliers, depending upon the supplier's own site options.

	Apple iPad mini 4 Smart Cover - Midnight Blue from Jump Plus Stores ULC Part Number MKLX2ZM/A Manufacturer Info MKLX2ZM/A - (Apple)	47.49 CAD EA 1 <input type="button" value="Add to Cart"/> <input type="button" value="compare"/>
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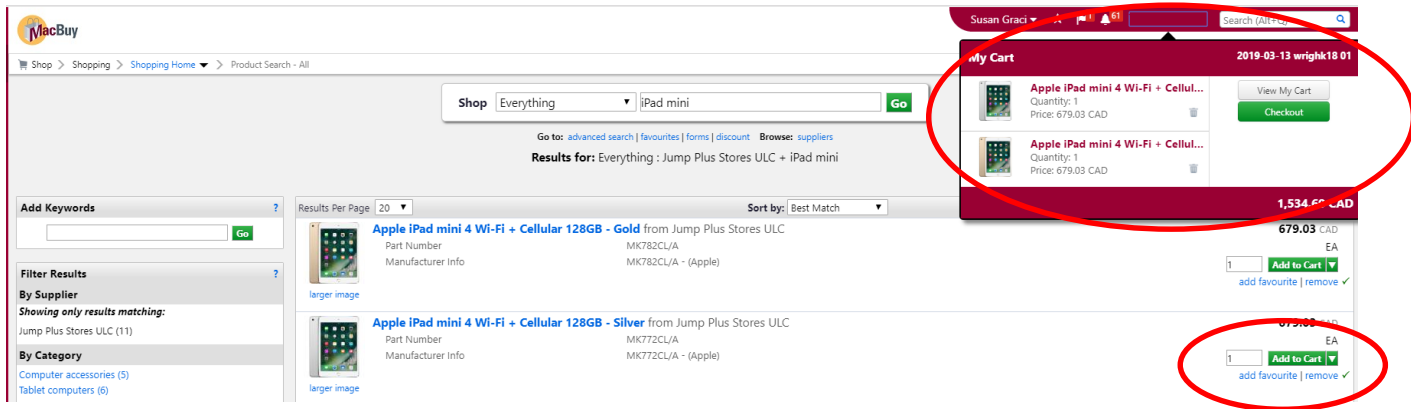
Select items, then click Compare Selected 3 button.

Note the option becomes “remove” once the “compare” hyper link is selected.



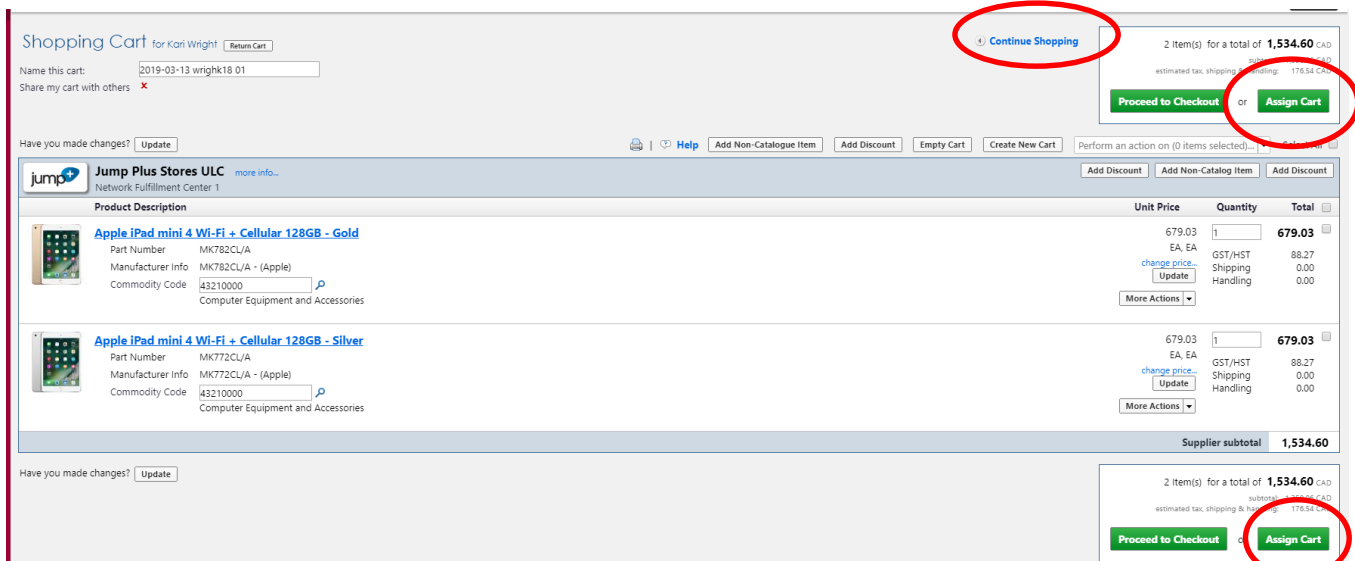
The items selected are listed for easy comparison on a variety of parameters.

Select the item(s) to purchase by clicking green **Add to Cart** button. Change quantity if necessary. Or click green **Back to Search Results** to continue shopping without selecting any of the compared items.



The two items selected from the comparison are now in the cart. Click on the cart in the Notification toolbar to see details. View My Cart takes the user into the cart, to **Assign** to a **Requester** or **Proceed to Checkout** if **Shopper** knows their chart field string or also has the **Requester** role.

An item can be added as a Favourite from this screen, or removed from the cart. Check the box beside the item to access those options.



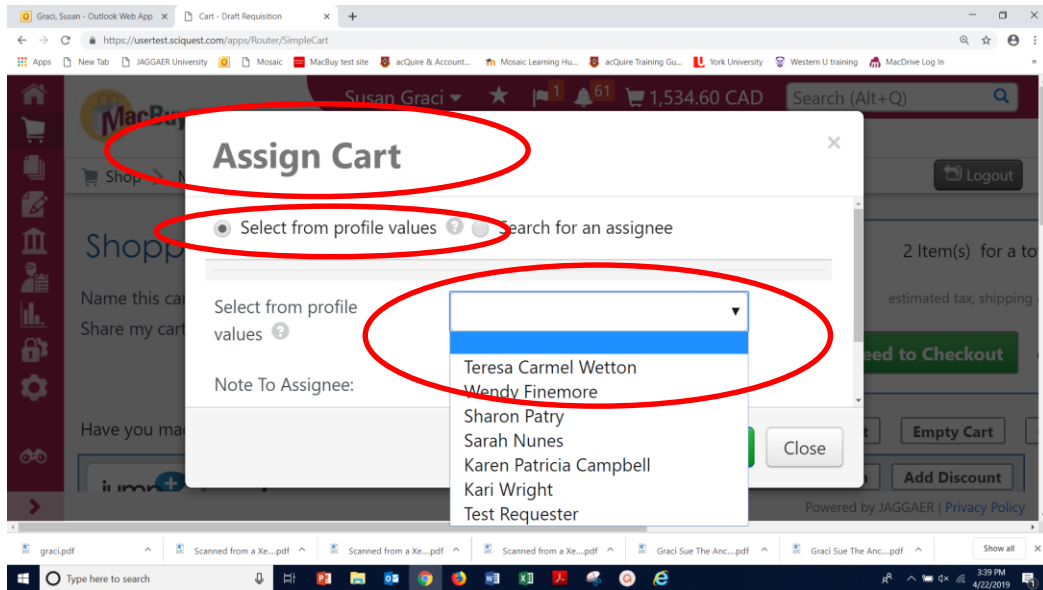
The items are now in a cart in MacBuy. Use the **Continue Shopping** hyper link to add more items. If the order is complete, the cart will need to be assigned to a Requester or submitted using the **Proceed to Checkout** button, with chart field string, taxes and Delivered To: location entered. This step is completed with the **Proceed to Checkout** button. The last step is to use the **Place Order** button but only if the Shopper also has the **Requester** role, even though the button will appear to be functional. When the cursor is placed over the **Place Order** button by a user with only the Shopper role, the button becomes inactive.

TIP: Items from any or all Show Case suppliers can be put into the same cart.

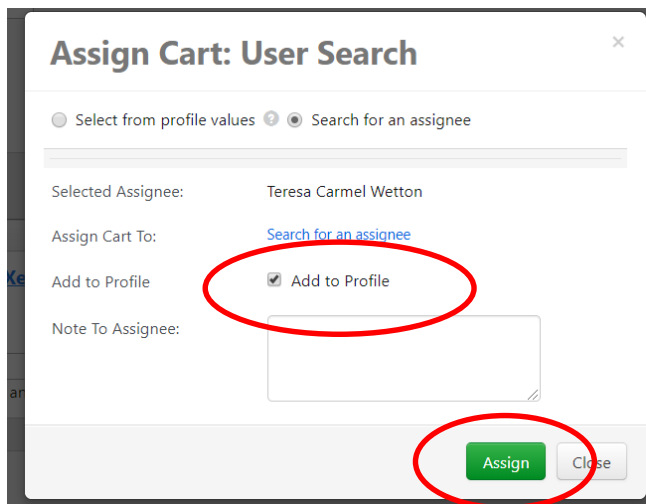
FOR SHOPPING INSTRUCTIONS (Con't): See Page 11

To assign a cart to a Requester:

Click on green **Assign Cart** button (previous page).



Select the **Requester** from drop down list (on user profile) or **Search for an assignee**.



Click green **Assign** button. If this is a new Assignee, check box “Add to Profile”. This will add the person to the drop down menu for future shopping.

The cart is moved to the Assigned tab in the selected Requester’s profile under the **Navigation** toolbar, **Shopping>My Carts and Orders>View Carts**. It will also show in the Requester’s **Notification** toolbar as Assigned Carts. The Requester will receive an email notification that a cart has been assigned to them.

Cart Management Create Cart ?

Draft Carts Assigned Carts Shared Carts

Assign Subitems

Filter Assigned Carts

1-13 of 13 Results 20 Per Page

Type	Shopping Cart Name	Cart Description	Date Created	Total	Created By	Assigned To	Action
Normal	FO5 Sue 1/22/19		22/01/2019	565.00 CAD	Susan Graci	Test Requester	View
Normal	FO6 Sue 1/22/19		22/01/2019	565.00 CAD	Susan Graci	Test Requester	View
Normal	FO8 Sue 1/22/19		22/01/2019	565.00 CAD	Susan Graci	Test Requester	View
Normal	2019-01-23 gracis 01		23/01/2019	775.17 CAD	Susan Graci	Test Requester	View
Normal	2019-02-07 gracis 01		07/02/2019	767.30 CAD	Susan Graci	Test Requester	View
Normal	2019-02-15 gracis 01		15/02/2019	0.00 CAD	Susan Graci	Test Requester	View

Navigation Toolbar>Shopping>My Carts>Assigned Carts

TEST REQUESTER5 ★ 3 1 0.00 CAD Search (Alt+Q)

Action Items

My Assigned Approvals

- Carts Assigned To Me** 1
- Draft Change Requests Assigned To Me 1

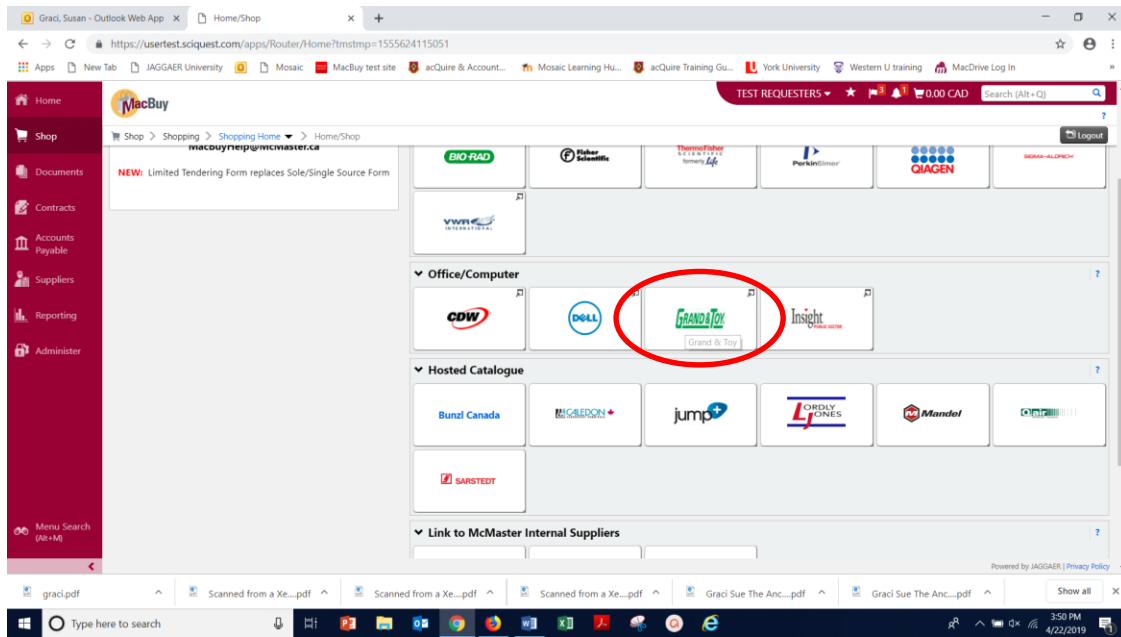
Orders

- My Returned Requisitions 1

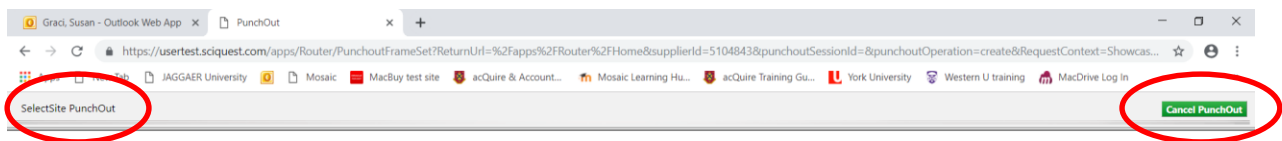
Any item requiring action from a user will appear in the Notifications Toolbar, as above.

SHOPPING (Con't)

To purchase items in punch out catalogues:

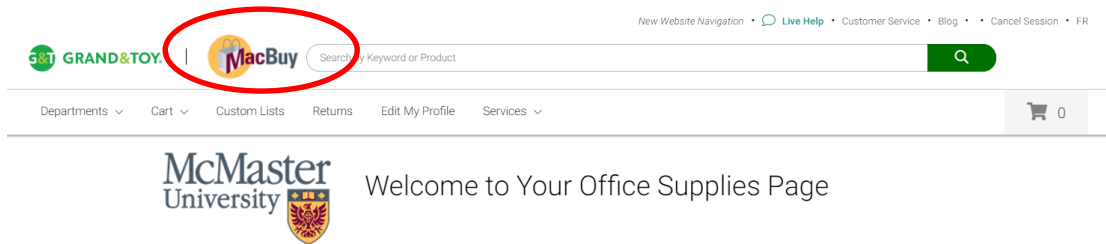


To shop using a catalogue supplier, click on the tile. The example used here is for **Grand & Toy**, which is a punch out supplier. MacBuy will redirect the user to the **Grand & Toy** live site but with McMaster negotiated pricing. MacBuy's logo will be on the site.

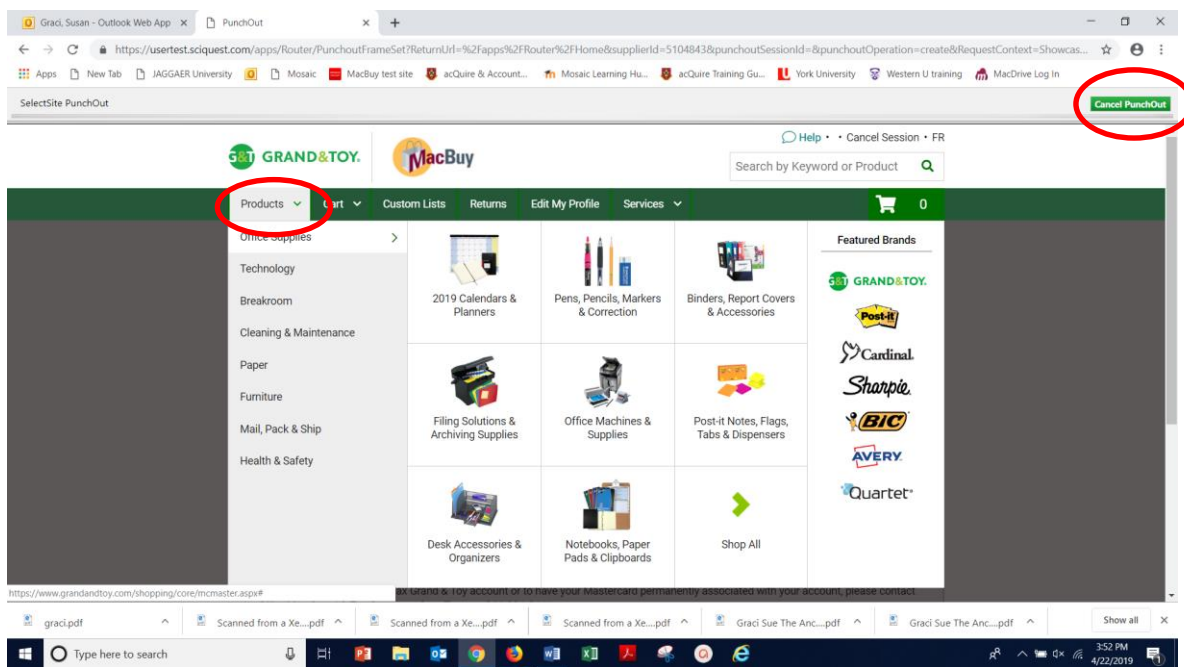


There is a blank screen while MacBuy redirects the user to the supplier's website.

Users can return to MacBuy without shopping by clicking on the **Cancel Punchout** button.



A note explaining the MacBuy role in ordering from Grand & Toy is displayed on the home page. Profiles do **not** have to be created or updated on the G&T site.



The user shops as on any online shopping site, then checks out.

The check out process brings the user back into MacBuy, with the selected items in a shopping cart. Follow the site's check out instructions; they will vary with supplier.

TIP: Multiple items can be added to the cart while in the supplier's site. They will all be in one cart once the shopper returns to MacBuy.

TIP: Shopping can be cancelled at any point by using the **Cancel Punchout** button (green, upper right) to return to MacBuy **before** the Check Out process.

TIP: Items from multiple Show Case Suppliers can be put into the same cart. Multiple P.O.'s will be issued from the one cart; one P.O. per supplier will be created from the cart.


TIP: Only one approval is required for all items in a single cart, even with multiple supplier items.

Help • Cancel Session • FR

Search by Keyword or Product

Products ▾ Cart ▾ Custom Lists Returns Edit My Profile Services ▾ 1

Order Summary [Edit Cart](#) **Checkout** [Continue Shopping](#)

 Keurig Eccellenza Touch Bean-To-Cup Single Cup Coffee Maker
Your Price \$5,696.99
Sku: 50-99016 Qty: 1
Available
Expected delivery: 1-2 days
This item is non-returnable.

Subtotal 5,696.99

- Cancel Cart
- Print Preview

Click the **Checkout** button to take item(s) back into MacBuy.

Shopping Cart for TEST REQUESTER5 Continue Shopping

Name this cart:
 Share my cart with others

1 Item(s) for a total of **6,437.60** CAD
 subtotal: 5,696.99 CAD
 shipping & handling: 740.61 CAD

Proceed to Checkout **Assign Cart**

Have you made changes? Perform an action on (0 items selected)...

Grand & Toy more info...
 Fulfillment Address 1
 Po Box 5500, Don Mills, ON M3C 3L5 CA

The item(s) in this group was retrieved from the supplier's website. [What does this mean?](#)
 Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) retrieved on: 22/04/2019 3:58:36 PM
 Line(s): 1

Product Description	Unit Price	Quantity	Total
Keurig Eccellenza Touch Bean-To-Cup Single Cup Coffee Maker KEURIG ECCELLENZA TOUCH	5,696.99	1	5,696.99
Part Number 50-99016	EA		
Commodity Code <input type="text" value="52140000"/> <input type="button" value="Search"/>	<input type="button" value="Update"/>	GST/HST	740.61
Domestic appliances	<input type="button" value="More Actions"/>	Shipping Handling	0.00
Supplier subtotal			6,437.60

The Shopper can now **Assign Cart** to a Requester or **Proceed to Checkout**.

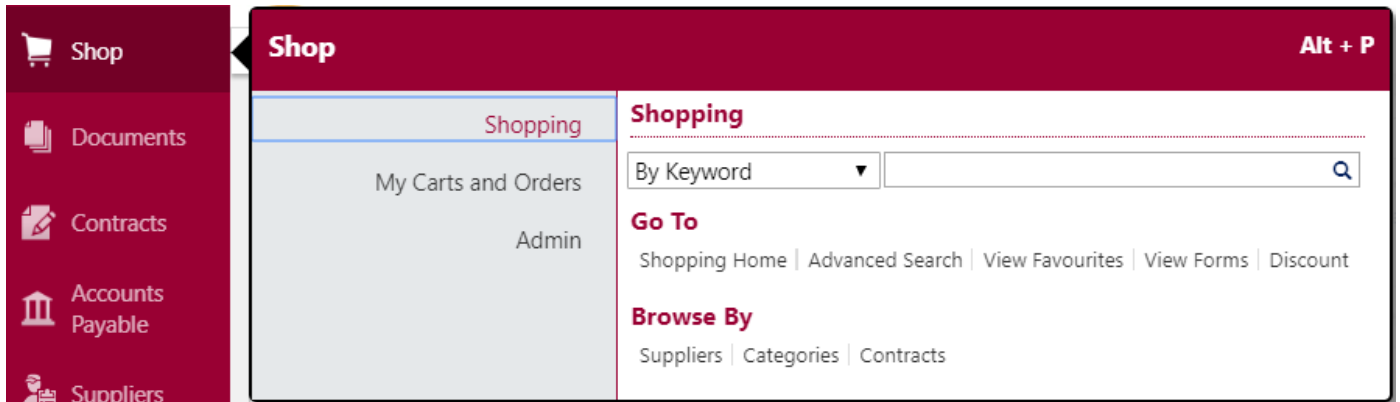
If the Shopper does **not** know the chart field string, **Assign Cart** now (see Page 9).

If the Shopper knows the chart field string, click **Proceed to Checkout**.

Checkout instructions continue on Page 23.

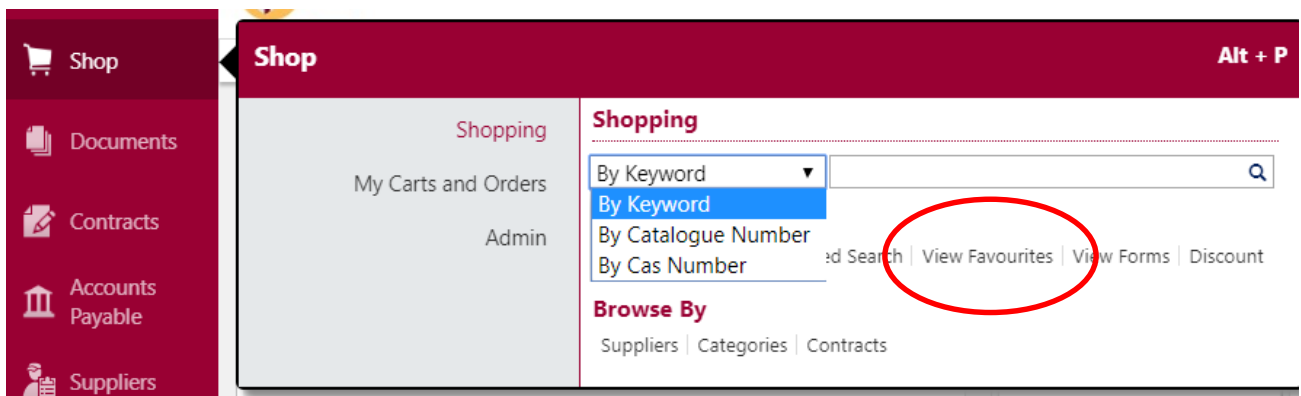
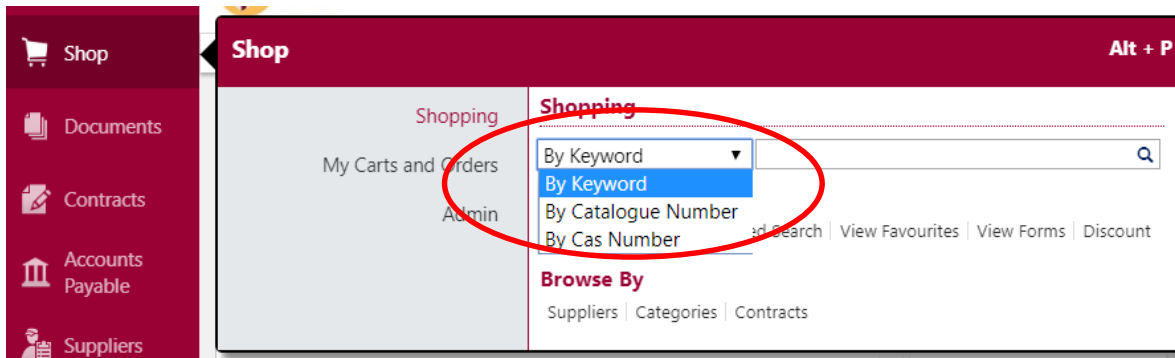
Another way to shop:

The screenshot shows the MacBuy web application. A red circle highlights the 'Shop' button in the top-left navigation menu. The main content area displays a search bar with a 'Go' button, a 'Browse by' section, and several product categories with sub-supplier logos: 'Lab Supplies' (BIO RAD, ThermoFisher, Parkland, QIAGEN, BIRMA-ALDRICH, YWV), 'Office' (Grand & Toy), and 'Electronics/Computers' (CDW, DELL, Insight).



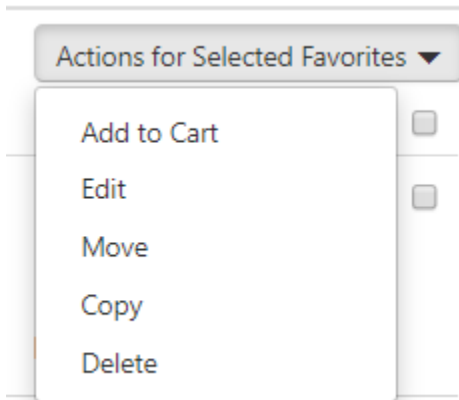
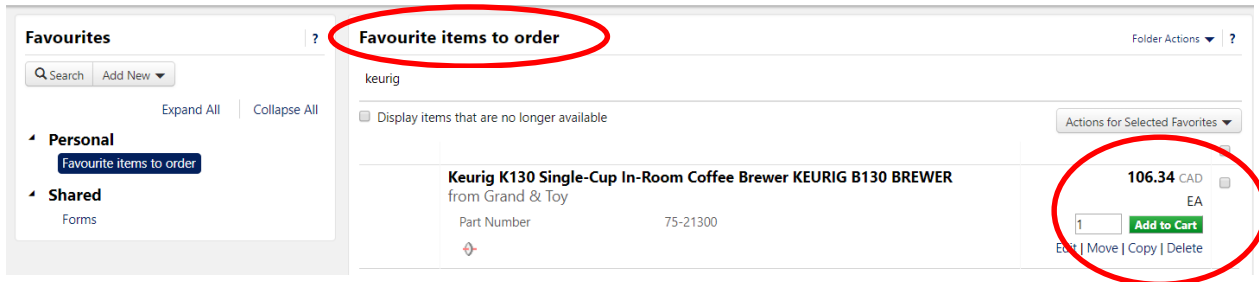
Shopping can also be done using the Navigation toolbar on left margin. Shop>Shopping

Multiple options are available. See below.



Use the **Favourites** option when an item from a **Hosted Supplier** is purchased that will be ordered regularly. This saves search and data entry time.

TIP: A Folder must be created to put the Favourites in.



TIP: Options for any Favourite items are in the drop down menu.

This option makes it easy to create orders for items that are purchased regularly.

TIP: Use this for Hosted Suppliers only. Punch Out Suppliers may have options to create Favourite lists on site.



Within the requisition itself, above, any line item may be added as a Favourite.

Advanced Search [simple search](#)

Find Results That Have:

All of These Words	<input type="text"/>	Supplier	<input type="text"/>
Part Number (SKU)	<input type="text"/>	Manufacturer Name	<input type="text"/>

Other Options

Exact Phrase	<input type="text"/>	Exclude Words	<input type="text"/>
Any of These Words	<input type="text"/>		

Hide Advanced Search on search results

Advanced search is good when specific item information is available.

How to use Non Catalogue Shopping tile (the supplier is not one of the contract suppliers on the Show Case)

If the supplier is not listed in the Show Case, use a non catalogue form.

TIP: The supplier must accept a P.O.

TIP: Suppliers have been brought over from Mosaic. However, withholding suppliers (T4A and T4A-NR) will remain in Mosaic.

TIP: Follow SP-01 policies for purchases over \$10,000.00. Two quotes are required for purchases between \$10,000.00 and \$50,000.00 and three quotes are required for purchases over \$50,000.00.

TIP: Show Case supplier orders under \$100,000.00 do not require additional quotes for catalogue items.

The screenshot displays the MacBuy website interface. At the top, the MacBuy logo is on the left, and the user's name 'Susan Graci' along with navigation icons (star, 52, 23, shopping cart with 678.00 CAD) is on the right. Below the header is a breadcrumb trail: Shop > Shopping > Shopping Home > Home/Shop. A search bar contains 'Shop' and 'Everything' with a 'Go' button. Below the search bar are links for 'Go to: advanced search | favourites | forms | discount' and 'Browse: suppliers'. The main content area is divided into sections. On the left, a 'WELCOME to MacBuy, McMaster's new on-line purchasing system.' message is displayed with contact information 'MacBuyHelp@mcmaster.ca'. The central section is titled 'Forms & Special Requests' and contains four tiles: 'Limited Tendering Form', 'PO Change Order Request Form', 'Quick Quote', and 'Non Catalogue Form'. The 'Non Catalogue Form' tile is circled in red. Below this is the 'Electronics/Computers' section with tiles for 'CDW punch out', 'DELL', 'Digi-Key', 'Insight PUBLIC SECTOR', and 'jump+'. The bottom section is titled 'Lab Supplies'.

Click on the Non Catalogue Form.

Non Catalogue Form Available Actions: Add and go to Cart Go Close

Supplier Info	Justification
<p>If the supplier is not known, enter "UNKNOWN" in the supplier name field. The buyer will select the best buyer for the item.</p> <p>Enter Supplier <input type="text"/></p> <p>or Supplier Search Enter Manually</p> <p>Currency <input type="text" value="CAD"/></p>	<p><input type="text"/></p> <p>500 characters remaining expand clear</p>
General Info	
<p>Item Information</p> <p>Catalogue No. <input type="text"/></p> <p>Good or Service Description</p> <p><input type="text"/></p> <p>254 characters remaining expand clear</p> <p>Need by Date <input type="text" value="dd/mm/yyyy"/></p>	
Unit Price	Quantity
<input type="text"/>	<input type="text"/>
<p>Additional Item Information</p> <p>Manufacturer Name <input type="text"/></p> <p>Manufacturer Part No <input type="text"/></p> <p>Notes <input type="text"/></p>	

Click on the Supplier Search hyperlink.

Enter supplier name and search.

Supplier Search

Supplier

Results Per Page **Suppliers found: 1** Page 1 of 1

Supplier Name/Address	Select
<p>WESTDALE FLORISTS</p> <p>Primary: 1041 KING ST W HAMILTON, ON L8S 1L6 CAN</p> <p>Primary: 1041 KING ST W HAMILTON, ON L8S 1L6 CAN</p>	<p>Select</p> <p>Select</p>

Select once located. Use Primary if more than one address is found.

Use the Select hyper link.

Non Catalogue Form Available Actions: [Add and go to Cart](#) [Go](#) [Close](#)

Supplier Info ?

If the supplier is not known, enter "UNKNOWN" in the supplier name field.
The buyer will select the best buyer for the item.

Recommended Supplier WESTDALE FLORISTS [more info...](#)
[select different supplier](#)

Fulfillment Address Primary:
1041 KING ST W
HAMILTON, ON L8S 1L6 CAN
[select different fulfillment center](#)

Currency: CAD

Distribution
The system will distribute purchase orders using the method(s) indicated below:
Check this box to customize order distribution information.

Email (HTML Body) DISPATCH@MCMASTER.CA
Manual

Justification ?

Required item for Project X.

472 characters remaining [expand](#) | [clear](#)

General Info ?

Item Information

Catalogue No.

Good or Service Description
248 characters remaining [expand](#) | [clear](#)

Need by Date
dd/mm/yyyy

Unit Price

Quantity

Additional Item Information

Manufacturer Name

Manufacturer Part No

Notes


Enter the justification (business purpose), catalogue number, good or service description, unit price, and quantity.

These fields **must** be entered before a requisition can be created.

TIP: Enter as much information as possible to ensure approvers have all the information they need. Attach the necessary quote(s) at the bottom left of the form OR in the requisition itself under Internal or External Attachments tabs. For multiple quotes, attach ALL quotes under Internal for Approvers to see but attach only the winning quote under External. Suppliers can only see the External Attachments.

Good or Service Description

254 characters remaining [expand](#) | [clear](#)

Need by Date 
dd/mm/yyyy

Unit Price	Quantity
<input type="text" value="459.99"/>	<input type="text" value="10"/>

Additional Item Information

Manufacturer Name

Manufacturer Part No

Notes

1000 characters remaining [expand](#) | [clear](#)

External Info ?

External Attachments


[Add Attachments](#)

Attachments can be added in the non catalogue form (above, lower left) or in the requisition.

In the requisition attachments can be added as internal (for McMaster viewing only) or external (for McMaster and supplier viewing).

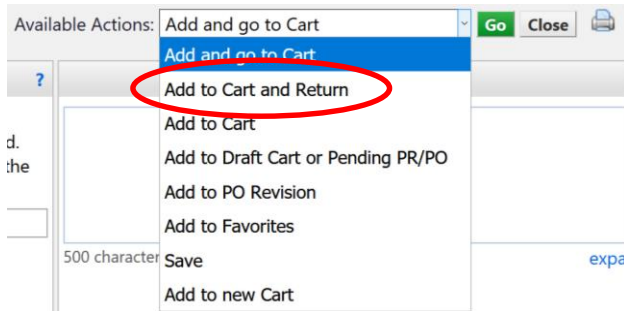
Attachments are important in non catalogue orders because these are not contract pricing items, and approvers need to see what is being ordered.

Non Catalogue Form

Available Actions: [Add to new Cart](#) [Go](#) [Close](#) 

Supplier Info	Justification
<p>If the supplier is not known, enter "UNKNOWN" in the supplier name field. The buyer will select the best buyer for the item.</p> <p>Recommended Supplier WESTDALE FLORISTS more info... select different supplier</p>	<p>Required item for Project X.</p> <p>472 characters remaining expand clear</p>

Select **Add to New Cart** from Available Actions drop down menu.



TIP: If ordering more than one item from the supplier, select **Add to Cart and Return**. This will put all items for the supplier in one cart and therefore one P.O.

Carts can be named. Default cart name is date cart was created and user ID.

Non catalogue orders will not always have the **Commodity Code** auto filled.

Use the magnifying glass to find the **Commodity Code** that best fits the item.

There are 165 Commodity Codes. These direct the requisition to the correct Buyer in Procurement, during the review process.

If the wrong code is selected, the Buyer in Procurement will forward it to the correct person.

Close

+ Click to filter search results ?

Results Per Page 20 Results 5 Page 1 of 1 ?

Code	Description	
41000000	Laboratory and Measuring and Observing and Testing Equipment	select
41100000	Laboratory and scientific equipment	select
41120000	Laboratory supplies and fixtures	select
81101706	LAB EQUIPMENT MAINTENANCE	select
85121804	PATHOLOGICAL LABORATORY SERVICES	select

Sample results for search of **Commodity Code** description “lab”.

Use select hyper link on right side of screen to choose best fit for item ordered.

TIP: Choose a Commodity Code that is a best fit. These are categories, not specific items so search “lab” rather than “reagents”, for example.

Proceed to Checkout:

Shopping Cart for Susan Graci Continue Shopping

Name this cart: 2019-09-11 gracis 05 1 Item(s) for a total of **6,437.60** CAD
 subtotal: 5,696.99 CAD
 estimated tax, shipping & handling: 740.61 CAD

Share my cart with others **Proceed to Checkout** or **Assign Cart**

Have you made changes? Perform an action on (0 items selected)... Select All

Grand & Toy more info...
 Fulfillment Address 1
 Po Box 5500, Don Mills, ON M3C 3L5 CA

The item(s) in this group was retrieved from the supplier's website. [What does this mean?](#)

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 20/09/2019 10:26:21 AM

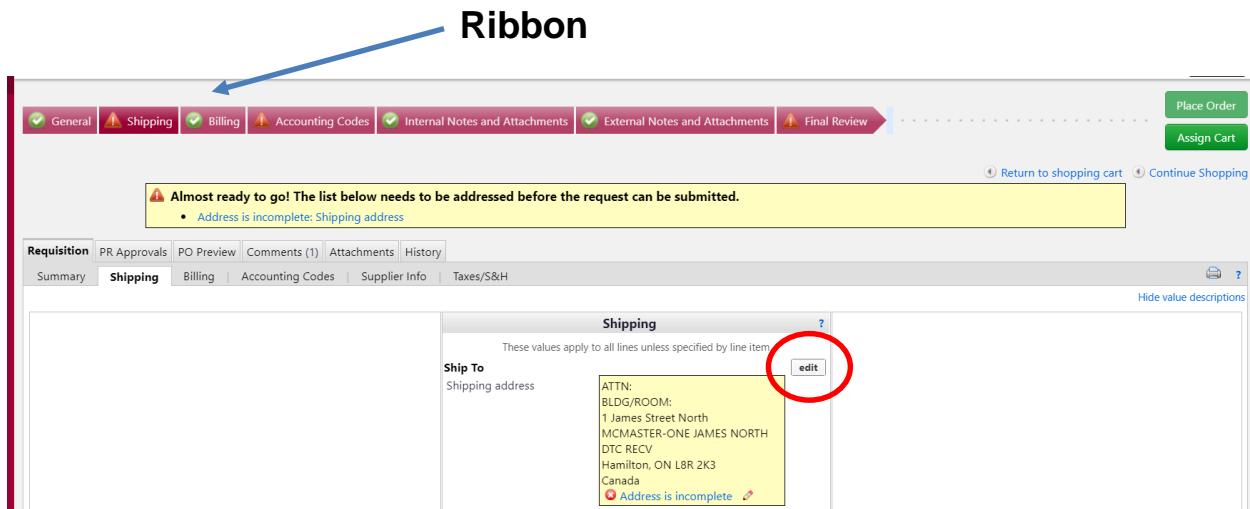
Line(s): 1

Product Description	Unit Price	Quantity	Total
Keurig Eccellenza Touch Bean-To-Cup Single Cup Coffee Maker KEURIG ECCELLENZA TOUCH	5,696.99	1	5,696.99
Part Number 50-99016	EA		GST/HST 740.61
Commodity Code <input type="text" value="52140000"/> <input type="button" value="magnifying glass"/>	change price...		Shipping 0.00
Domestic appliances	<input type="button" value="Update"/>		Handling 0.00
	<input type="button" value="More Actions"/>		
Supplier subtotal			6,437.60

If **Commodity Code** is blank use magnifying glass to select (see previous page).

Shoppers will **Assign Cart** at this point if they do not know their cart field string.

Shoppers who know their chart field string and all Requesters will **Proceed to Checkout**. This action gives the user access to the “ribbon” for assistance in processing order.



Once **Proceed to Checkout** button is selected, the above screen appears.

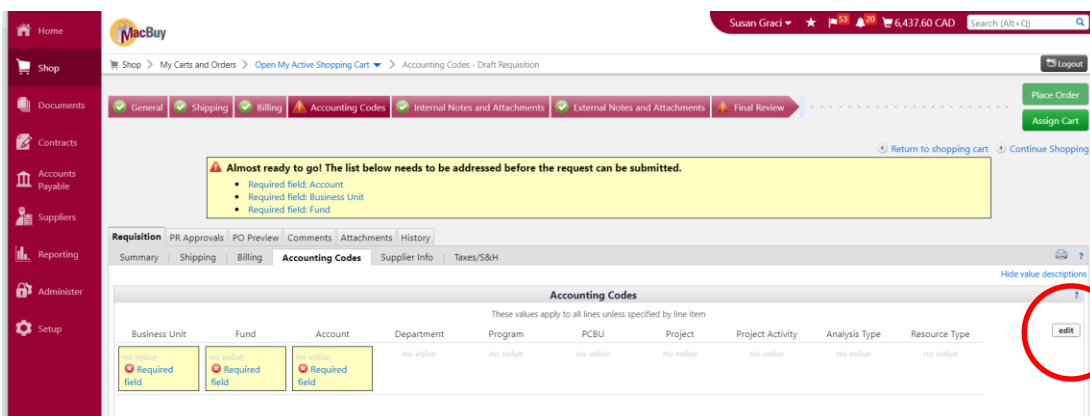
The “**ribbon**” guides the user through fields required in order to submit a requisition.

The ribbon will indicate missing items that must be completed with an exclamation point.

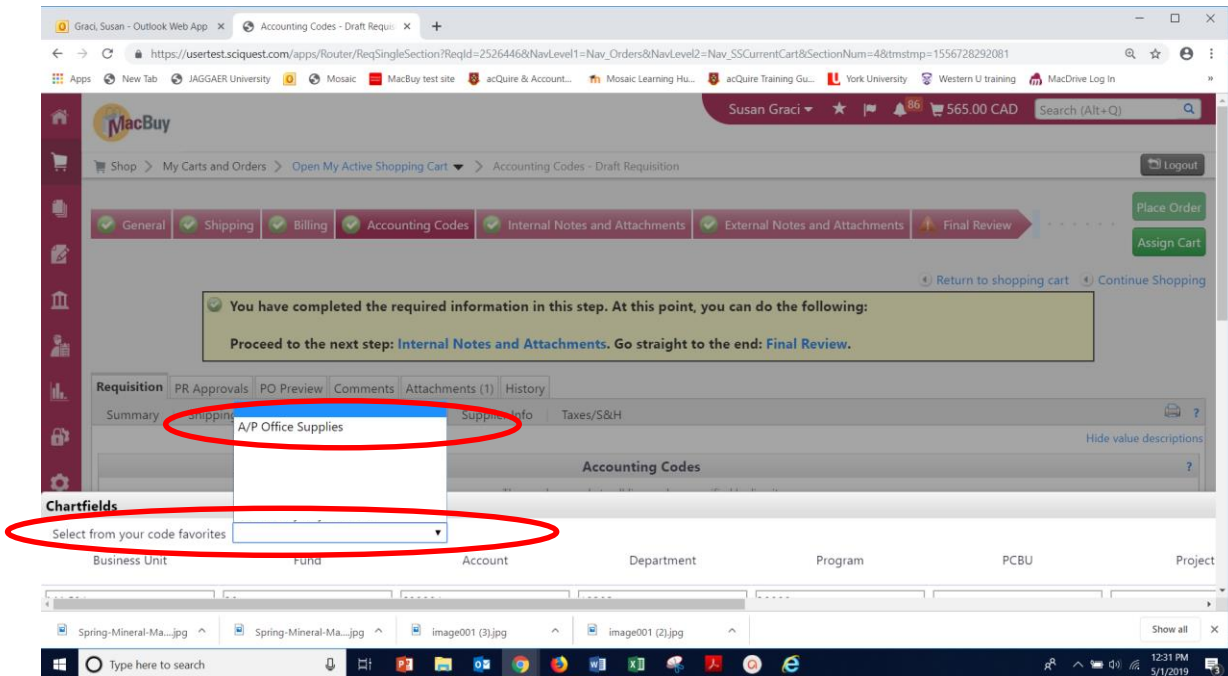
Click **edit** button to enter Shipping Location (where goods are to go).

TIP: Follow the ribbon left to right to complete all necessary information.

TIP: There are default values that can be added to the User Profile to make submission simpler. See User Profile Edit guide. Business Unit, VAT Treatment and shipping location are recommended to be set as defaults.

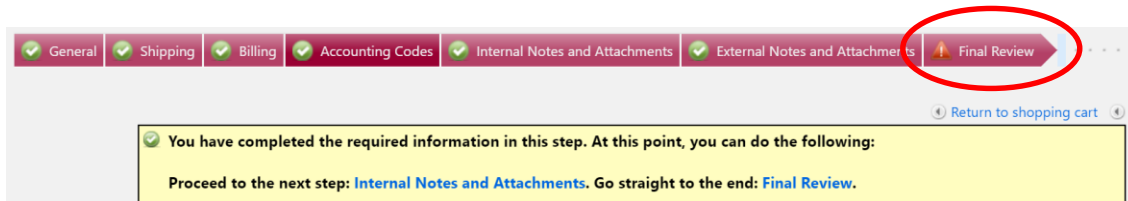


Click on the edit button to access required fields for chart field strings or to access saved chart field strings from user profile.



Select the appropriate chart field string from favourites set up in user profile. Complete the account field (expense type) depending on item purchased.

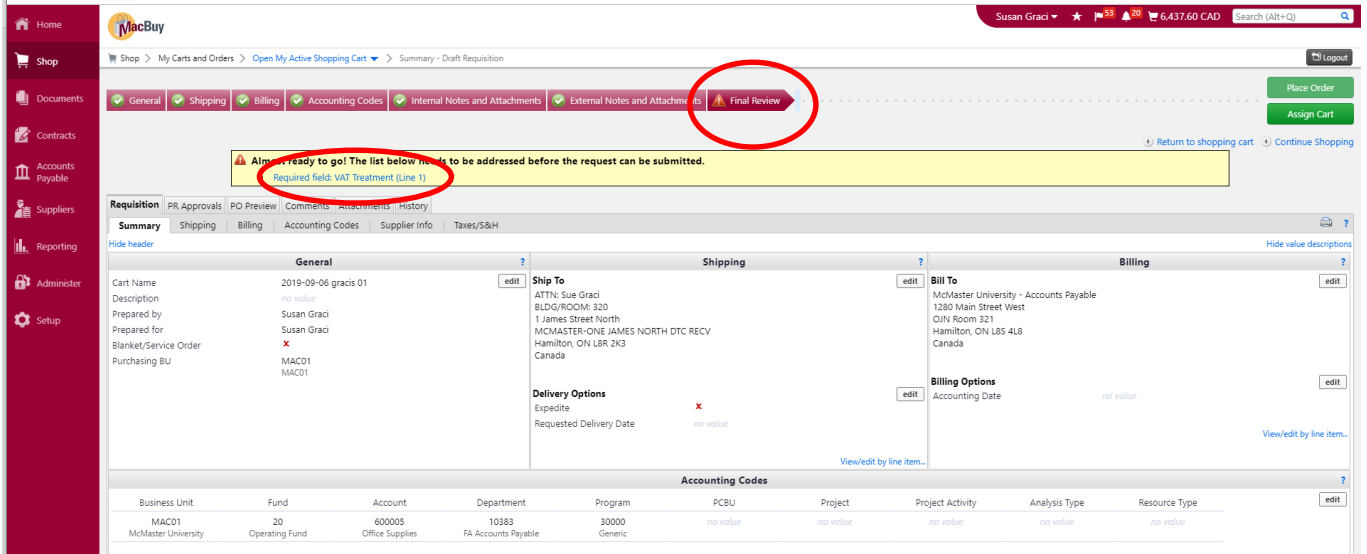
TIP: Do not enter account field when setting up chart field string favourites in profile, as this will change depending upon the type of item purchased. Account = expense type.



Internal Notes and Attachments will only be seen by MacBuy approvers.

External Notes and Attachments will be seen by MacBuy approvers and venders.

TIP: For Limited Tendering forms, all quotes obtained would be located in **Internal Notes and Attachments**. The successful vender's quote would be the only one also located in the **External Notes and Attachments**.



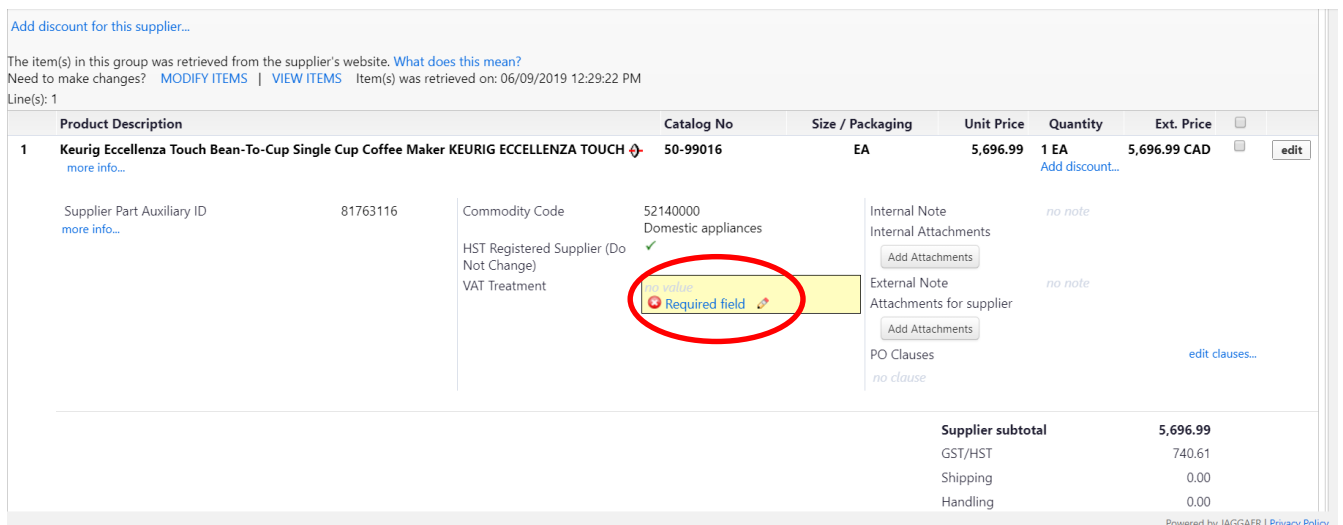
Use the ribbon in MacBuy to guide the checkout process. Hyper links direct user to fields in question.

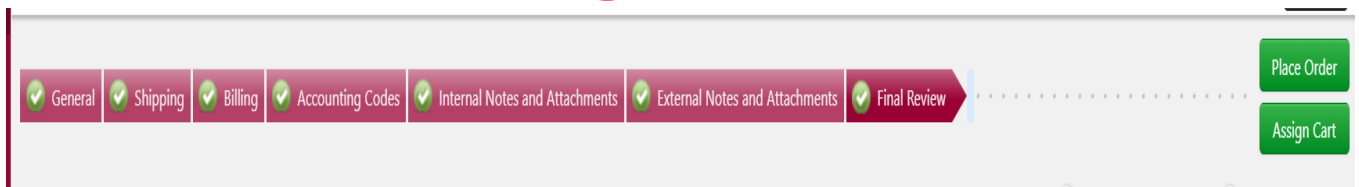
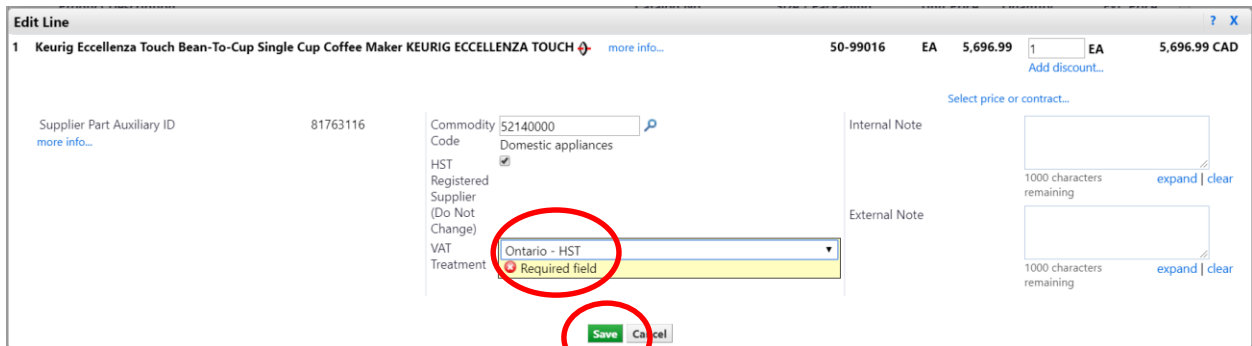
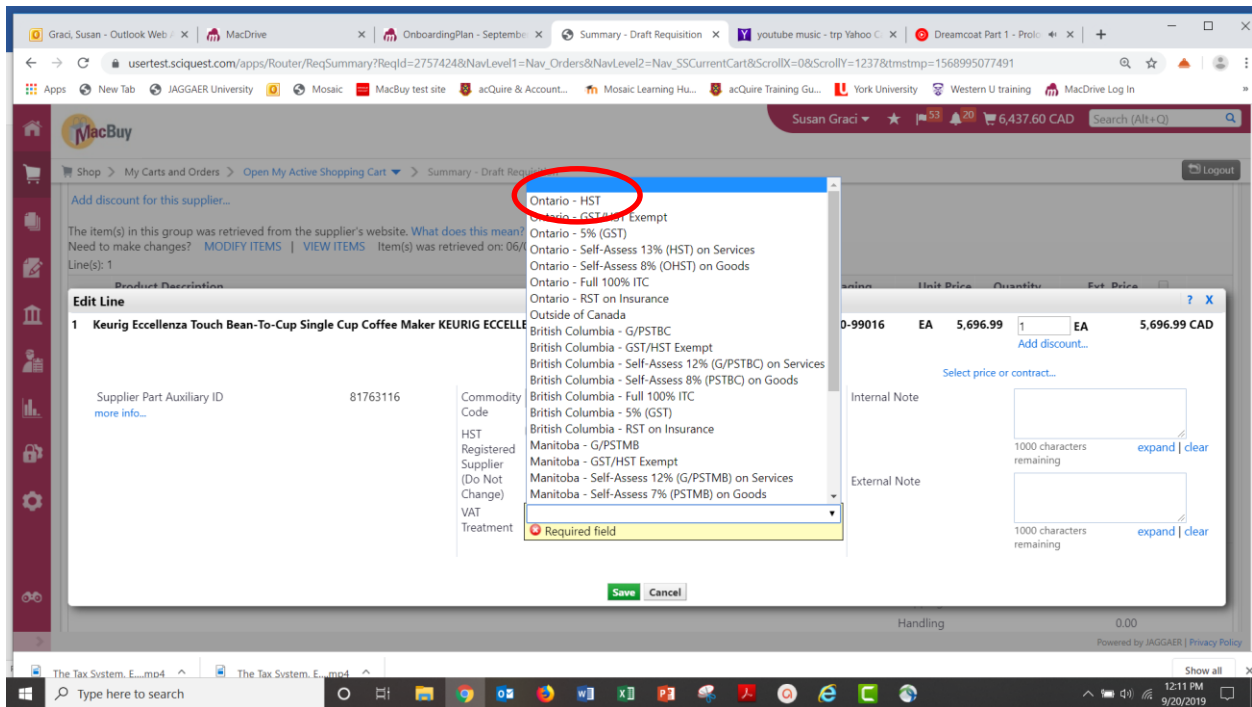
Select the hyper link to go to the VAT Treatment field needing completion.

The most common tax treatment at McMaster University is Ontario HST (73.77% rebate) so this option has been put at the top of the list.

This can be changed at the Requisition Header (affecting all lines) or at individual lines.

TIP: If user places foreign orders (including U.S.A.) do not set a VAT Treatment default as ALL foreign orders must be self-assessed.





When all required fields have been completed, the ribbon contains only green check marks.

The **Place Order** button is now accessible. **Shoppers** should use the **Assign Cart** button. The **Place Order** button is greyed out for the Shopper. See Page 9 for instructions on how to **Assign** a cart.

When the order has been placed by the Requester, the system goes to a Summary Screen, below.

Next Steps

You can view or print this at: [Requisition 2526426](#), or via the [Document Search](#) page

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

Requisition Summary

Requisition number	2526426 Quick View
Requisition status	Pending
Cart name	FO6 Sue 1/22/19
Requisition date	01/05/2019
Requisition total	565.00 CAD
Number of line items	1

The work flow can be viewed here, under View Approval Status.



Click on View Approvers hyper link to see the individual approver name(s).



TIP: If more than one name is in the approver pool, only ONE person has to approve, not all people listed in the pool.

TIP: Work flow in MacBuy mirrors work flow in Mosaic. Research work flow mirrors Mosaic research work flow.

For further assistance, please contact MacBuyhelp@mcmaster.ca