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| A number of suppliers on the SAP Ariba Network offer Quote-To-Shopping-Cart capability as part of their e-catalog functionality. Departmental Shoppers can request a supplier (via the University-established Customer Service Representative) to write one or more customized quotes and place onto their respective e-catalog. The Shopper can navigate to the supplier’s e-catalog through SAP Ariba and utilize their quote-to-cart tool to transfer all line items to their Shopping Cart for easy and convenient ordering. Customized quotes are frequently used for orders that may qualify for special pricing, have many line items, or have other content of a customized nature. |
|  **Role:** Shopper | **Frequency:** As Needed |

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| **Load Quote-To-Shopping Cart for ORI-Steelcase** |
| 1. Begin from your Shopper tab |  |
| 2. From the left Detailed Navigation menu, Click Shopping Cart.Click Create Shopping Cart |  |
| 3. Select and Set Default Values as normal. This includes entering your cost object (cost center or WBS Element-Grant) and completing the c/o Delivery Person, room, and floor on the Delivery Address tab.Remember, your Default Delivery Building should previously have been set in your Shopper Settings from your dashboard. That default building information and address will flow in automatically. |  |
| 4. Select the Ariba Catalog from the Add Item menu |  |
| 5. From the Ariba landing page, click View All Suppliers from the Supplier menu |  |
| 6. You will be presented with a list of vendors available in the Ariba system. Click the link for Office Resources Inc. |  |
| 7. Click the Buy from Supplier button. |  |
| 8. You will be taken to the ORI punchout catalog. At the top of the menu bar, click Retrieve Quotes |  |
| 9. Your email address will be automatically pulled in. If the quote is under this email you can click the radio button for email and click search. Your quote(s) will appear below.  |  |
| 10. You can also search directly for the quote number. Enter the number in the Quote No. field and click Search.  |  |
| 11. Click Add to Cart |  |
| 12. Click Confirm |  |
| 13. Review the items and when ready, click Return Cart to Ariba button |  |
| 14. Your items will be brought into the Ariba cart for you to review. |  |
| 15. You will have the option to edit your cart, continue shopping or check out. |  |
| 16. By clicking checkout you will be returned to SRM where you will finalize your order. |  |