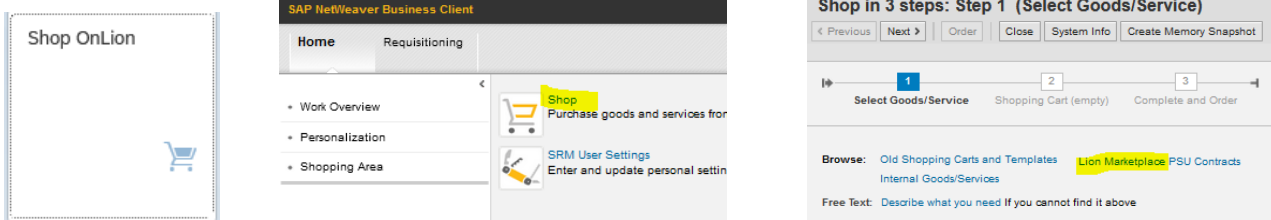
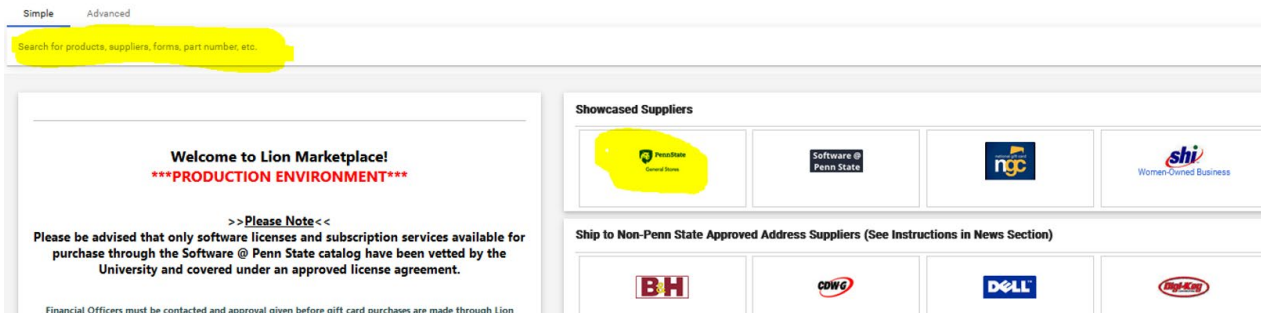


How to Order Items in Shop OnLion Marketplace

- In SIMBA click the Shop OnLion Tile → Shop → “Lion Marketplace”



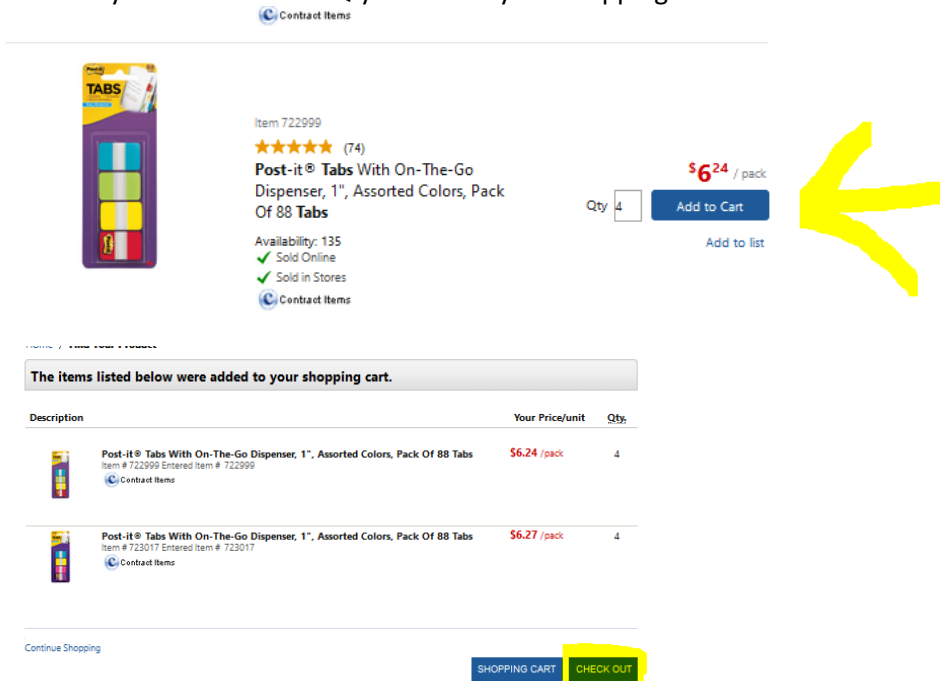
- You can search for the item you wish to order or select the tile of the supplier you wish to order from
- Example) order from PSU General Stores → select the General Stores tile



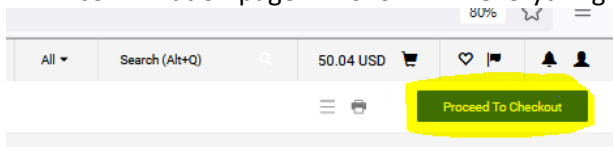
- A “Punchout” shopping screen opens for that specific supplier → search for the item(s) you wish to order and add them to the shopping cart



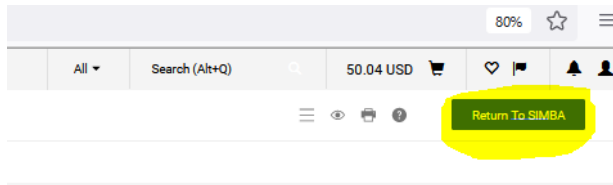
- Select your items → add Qty → add to your shopping cart → when done with order click “Check Out”



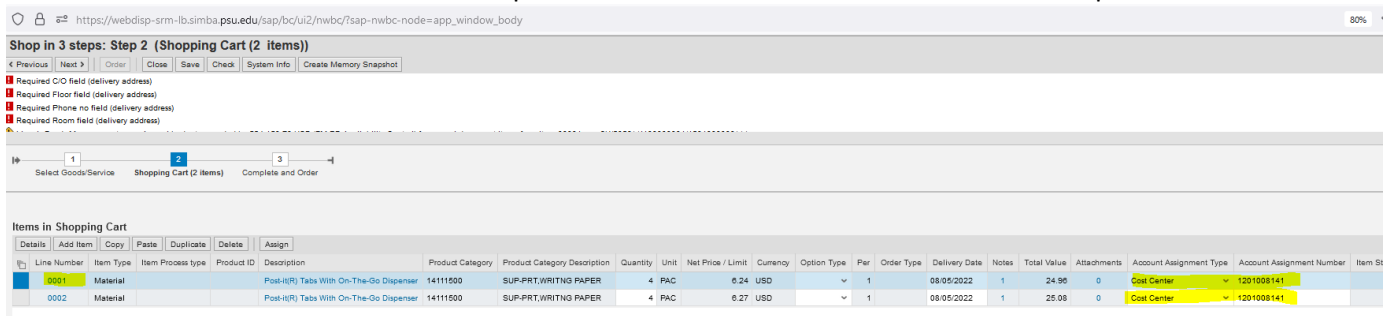
- A confirmation page will show → if everything looks correct click “Proceed to Checkout”



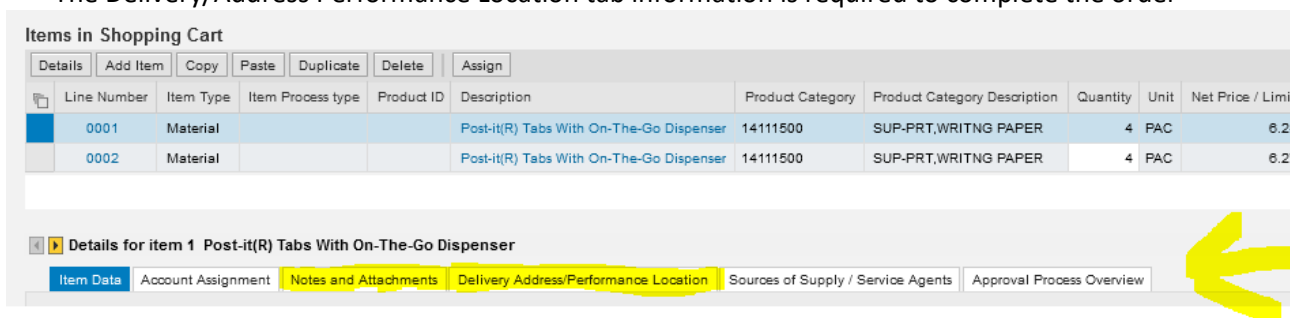
- Click “Return to SIMBA”



- Enter Account Assignment Number that the charges are to post to (cost center, I/O, grant)
- Click the “0001” line item number to open the other data fields that are needed to complete the order



- With Marketplace orders, info is prefilled in the Item Data, Sources of Supply/Service Agents and the Approval Process Overview tabs
- In the prior step the Account Assignment tab info was already entered
- Add any notes or attachments related to this order in the Notes and Attachments tab
- The Delivery/Address Performance Location tab information is required to complete the order



- Click on the Notes and Attachments tab → use Add Attachment button to upload supporting documentation
 - Use Internal notes and/or Purpose of Purchase category to add any notes
 - Example – note tabs to create user handbooks for office use
 - Example – laptop and docking station for John Smith

Details for item 1 Post-it(R) Tabs With On-The-Go Dispenser

Item Data | Account Assignment | **Notes and Attachments** | Delivery Address/Performance Location | Sources of Supply / Service Agents | Approval Process Overview

▼ Notes

Category	Description
	-Empty-
Supplier Text	Post-it(R) Tabs With On-The-Go Dispenser, 1, Assorted Colors, Pack Of 88 Tabs
Internal Note	-Empty-
Purpose of Purchase	-Empty-

▼ Attachments

Add Attachment | Edit Description | Versioning | Delete | Create Profile

Category	Description	File Name	Version	Processor	Visible Internally only
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- Click the Delivery Address/Performance Location tab → fields marked with * are required

Details for item 1 Post-it(R) Tabs With On-The-Go Dispenser

Item Data | Account Assignment | Notes and Attachments | **Delivery Address/Performance Location** | Sources of Supply / Service Agents | Approval Process Overview

Reset

If the item is to be delivered to a different address, enter the new address here

Name: 1855

* C/O: Tina Weidele

Fax Number/Extension:

Building: PSU LEHIGH VALLEY

Street / House Number: 2809 SAUCON VALLEY ROAD

District: LV0003

Country: US USA

Additional Name: THE PENNSYLVANIA STATE UN ...

* Phone Number / Extension: 610-285-5000

E-Mail:

* Floor / Room: 1 Recep...

Postal Code / City: 18034 CENTER VALLEY

Postal Code / P.O.Box:

Region: PA Pennsylvania

- Once you complete all the fields for Line Item 1 click the right arrow to move to Details for the next item in your shopping cart.
- Complete the same tabs for each item in your shopping cart that you completed for Item 1 above

Items in Shopping Cart

Details | Add Item | Copy | Paste | Duplicate | Delete | Assign

Line Number	Item Type	Item Process type	Product ID	Description	Product Category	Product Category Description	Quantity
0001	Material			Post-it(R) Tabs With On-The-Go Dispenser	14111500	SUP-PRT,WRITNG PAPER	
0002	Material			Post-it(R) Tabs With On-The-Go Dispenser	14111500	SUP-PRT,WRITNG PAPER	

Details for item 1 Post-it(R) Tabs With On-The-Go Dispenser

Item Data | Account Assignment | Notes and Attachments | **Delivery Address/Performance Location** | Sources of Supply / Service Agents | Approval Process Overview

- Once all required fields are completed click the “Check” button at the top of the screen → all of the red ! Exclamation marks will disappear if you have entered everything required

https://webdisp-srm-lb.simba.psu.edu/sap/bc/ui2/nwbc/?sap-nwbc-node=

Shop in 3 steps: Step 2 (Shopping Cart (2 items))

< Previous | Next > | Order | Close | Save | **Check** | System Info | Create Memory Snapshot

! Line 2: Required C/O field (delivery address)
 ! Line 2: Required Floor field (delivery address)
 ! Line 2: Required Phone no field (delivery address)
 ! Line 2: Required Room field (delivery address)

1 | 2 | 3

Select Goods/Service | Shopping Cart (2 items) | Complete and Order

- Click “Order” and status will change to “Awaiting Approval”
- Tip- if the Order Button does not work try clicking “save” then “Edit” and try again.

Edit Shopping Cart

Order | Print Preview | Read Only | Close | Save | Check | Delete | Export | Import | System Information | Create Memory Snapshot

Number 1000593775 | Document Name TMS59 07/22/2022 13:56 | Status Saved | Created On 07/22/2022 13:56:16 | Created By Tina Weidele