Shop OnLion Shopping Cart Field Descriptions

Field Image	Field Name	Description
Customer Account Number:	Customer Account Number	Use this field if there is a customer account number with the vendor. This may be relevant for maintenance renewals. Entering data in this field makes it easier for searching/reporting.
Sole Source Procurement Request: ☐	Sole Source Procurement Request	Select this field when you believe you have identified the best Source of Supply. If selected, Single/Sole Source Justification form must be attached.
After the Fact Order: ☐	After the Fact Order	Select this field when the shopping cart/PO is being created after the service or goods have been received.
Lease Request: ☐	Lease	Select when you are requesting a lease arrangement.
Purchase Order Change Request: ☐	Purchase Order Change Request	Select when the shopping cart is being created to change/increase an existing purchase order.
Reference PO:	Reference PO	Enter the previous purchase order number. This is a required field for purchase order change requests.

Field Image	Field Name	Description
Reference PO Line:	Reference PO Line	Enter the original purchase order line item number to be changed. If a new line item is being added to an existing purchase order, request to add a new line item number (NEW) and enter the item information below
Approval Note	Approval Note	Shoppers can enter helpful information for approvers in this field. Approvers may use this field to note questions/concerns when rejecting a shopping cart back to the shopper.

Shop OnLion Shopping Cart Field Descriptions – Additional ARL Required Information

Field Image	Field Name	Description
Foreign Vendor:	Foreign Vendor	Use the drop-down to select Yes or No. This field impacts workflow.
Foreign Delivery Address:	Foreign Data Delivery	Use the drop-down to select Yes or No. This field impacts workflow.
Alcohol, Drugs or Contraband:	Alcohol: Drugs or Contraband	Use the drop-down to select Yes or No. This field impacts workflow.

Field Image	Field Name	Description
Cameras or Microphones: [dropdown]	Camera or Microphone	Use the drop-down to select Yes or No. This field impacts workflow.
Software or hardware connected to the ARL Network: [dropdown]	Software or hardware connected to the ARL Network	Use the drop-down to select Yes or No. This field impacts workflow.
Arms, Ammunition or Explosives: [dropdown]	Arms, Ammunition, or Explosives	Use the drop-down to select Yes or No. This field impacts workflow.
Hazardous Materials: [dropdown]	Hazardous Materials	Use the drop-down to select Yes or No. This field impacts workflow.
Supplier Performing Work Onsite: [dropdown]	Supplier Performing Work Onsite	Use the dropdown to select Yes or No. If Yes is selected, the HR 99 form needs to be submitted.
Electronic Parts from Authorized Supplier/Manufacturer: [dropdown]	Electronic Parts from Authorized Supplier/Manufacturer	Use the drop-down to select Yes or No. This field provides additional information for the Buyers.
ACO Approval Required: [checkbox]	Administrative Contracting Officer Approval Required	Select this field when the approval of the Administrative Contracting Officer is required