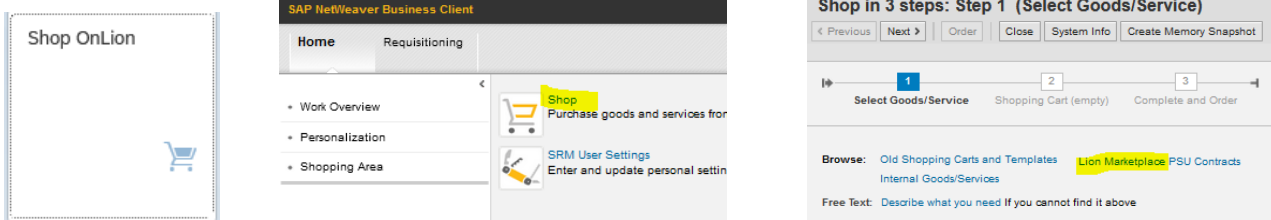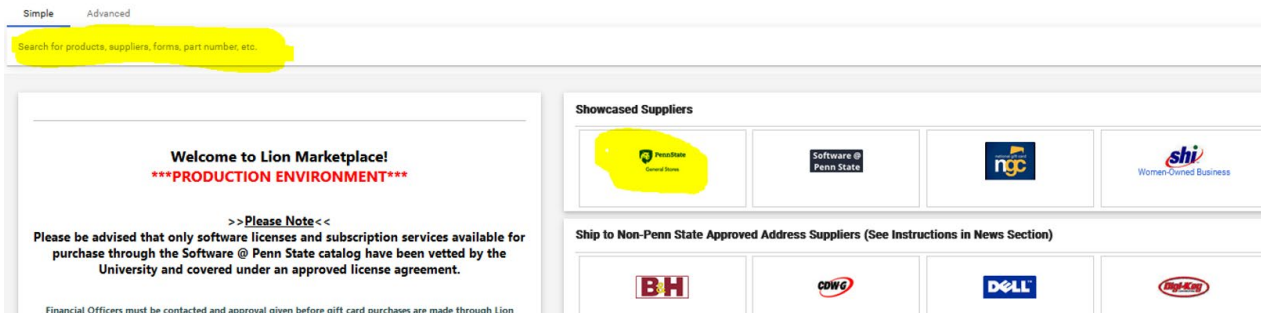# How to Order Items in Shop OnLion Marketplace

- 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
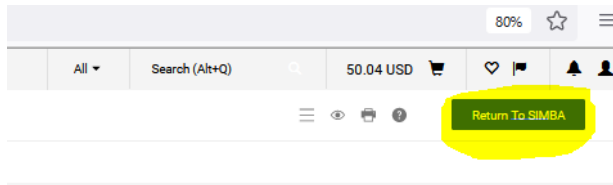

- Select your items → add Qty → add to your shopping cart → when done with order click "Check Out"
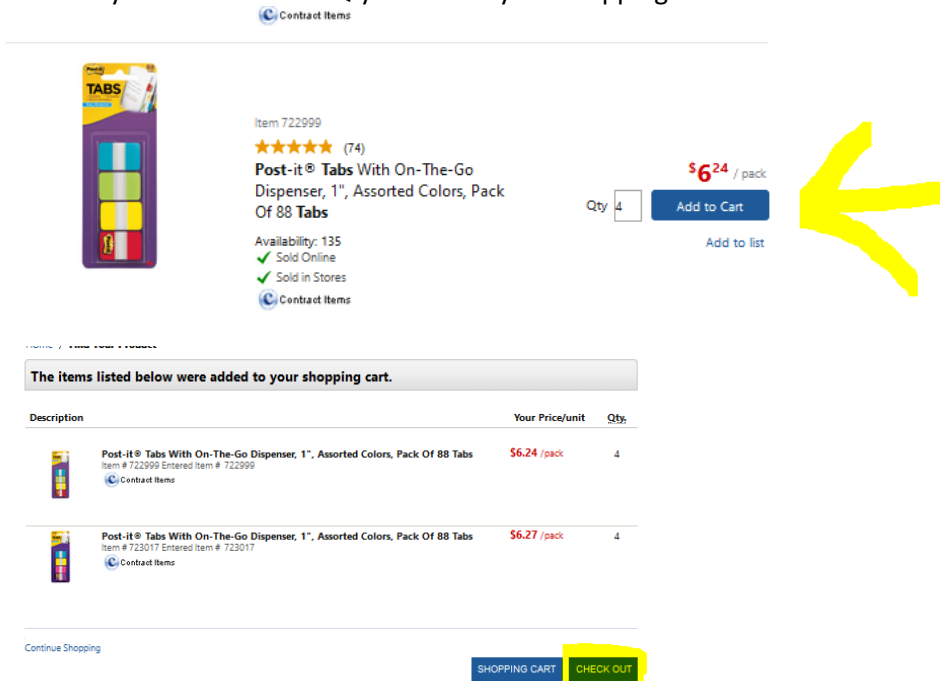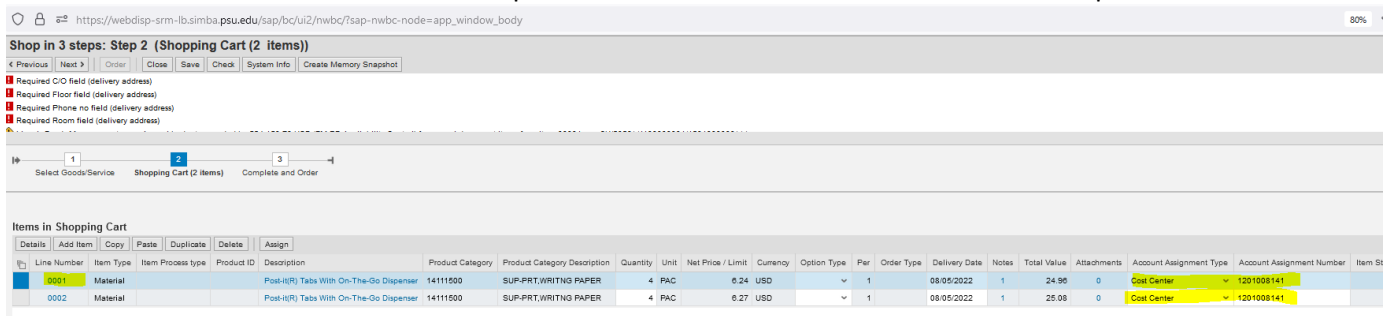
- A confirmation page will show → if everything looks correct click "Proceed to Checkout"
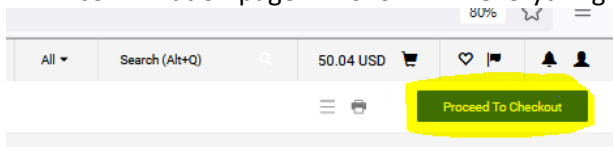
- Click "Return to SIMBA"

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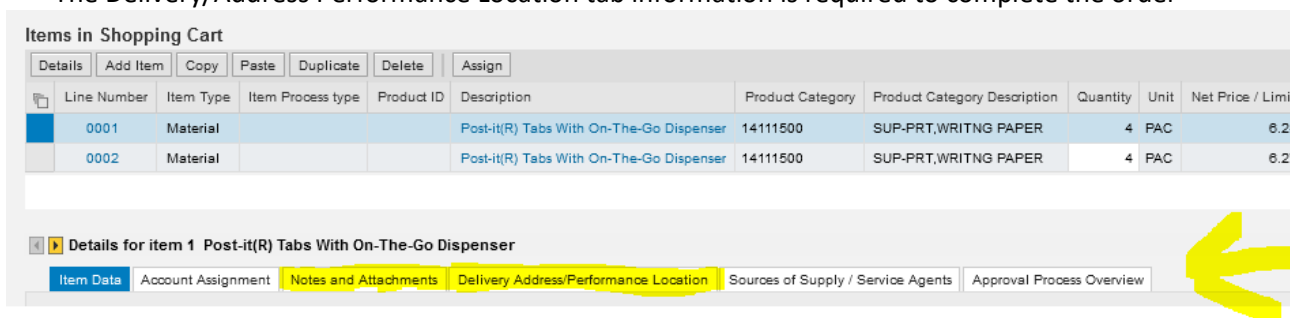
- Click on the Notes and Attachments tab → use Add Attachment button to upload supporting documentation
  - o Use Internal notes and/or Purpose of Purchase category to add any notes
    - Example – note tabs to create user handbooks for office use
    - Example – laptop and docking station for John Smith

- Click the Delivery Address/Performance Location tab → fields marked with * are required

- 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

- 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

- 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.