- Find the shopping cart icon on the left hand side of the Gateway Homepage. Select "My Carts and Orders," then "View Carts."
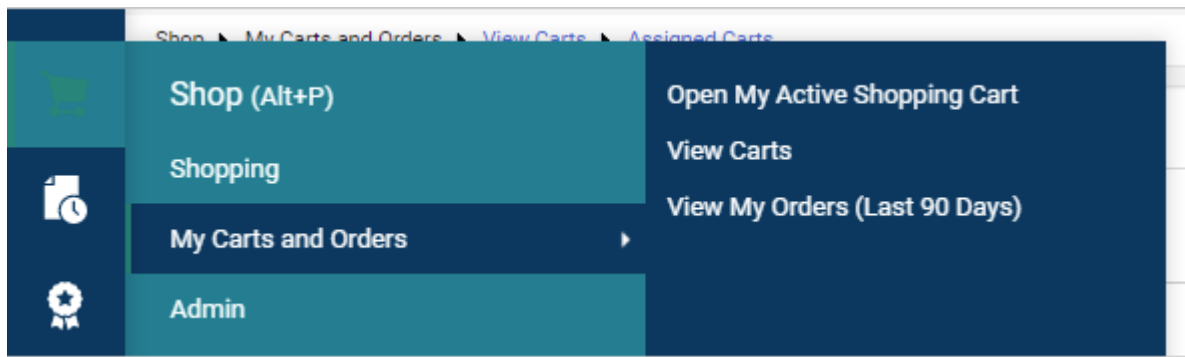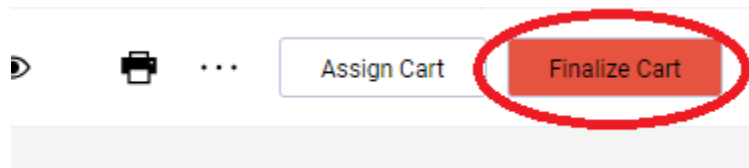

- Select "Assigned Carts" to bring up all your assigned carts.
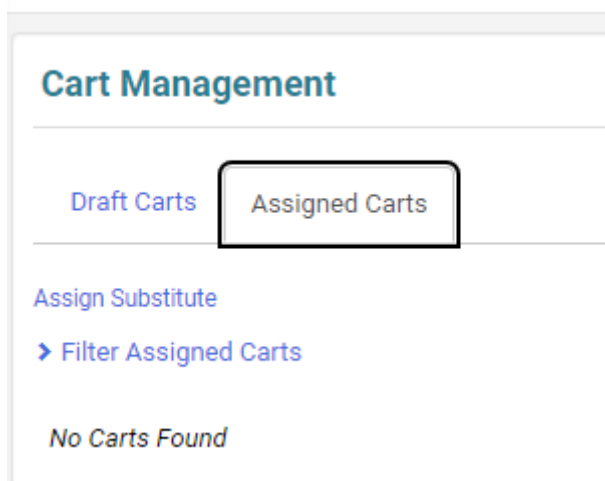
- Click the "View" option on the right hand side of a single assigned cart. Please note only view one at a time. This will add the order to your active cart.

- From there, you should see an option in the upper right section of the cart to "Finalize Cart." Click on "Finalize Cart."

- Once the requisition has been reviewed, select "Submit Requisition" in the upper right section of the cart to submit the cart into workflow for approvals.