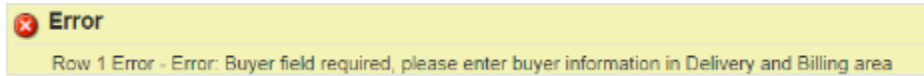


If you receive an error: Buyer field required when you are completing your requisition you will need to follow the steps below to correct. Please ensure you allow pop-ups for this sight.

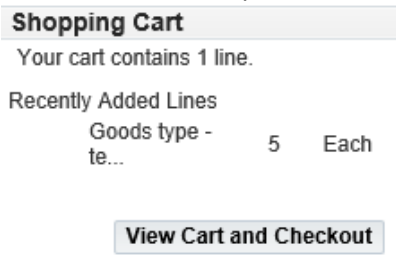


Step 1:

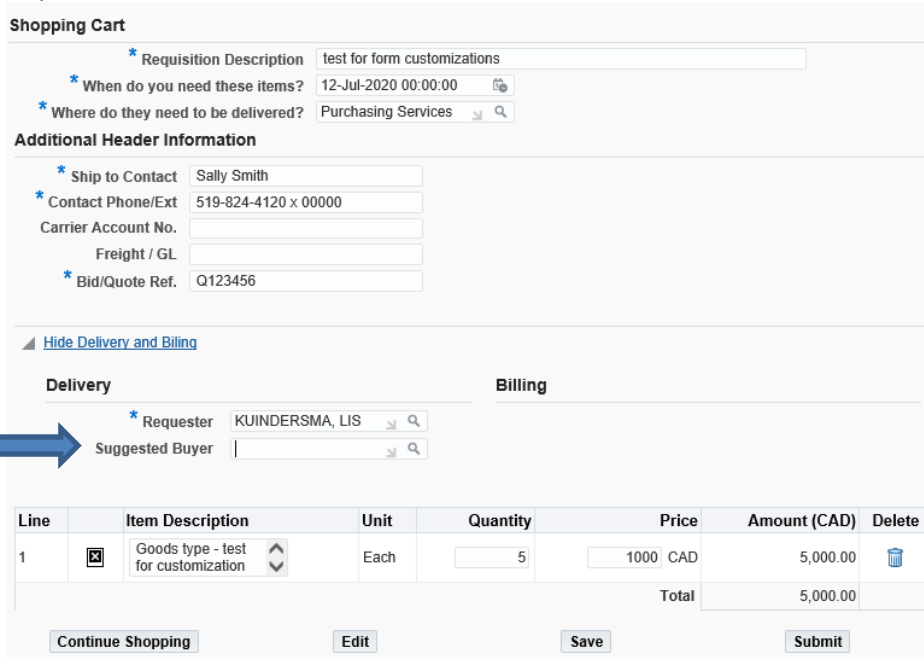
While in the requisition you will need to select “Return to Shopping” at the lower left-hand side of the screen.



This will load the requisition back into the shopping cart.



Step 2: Select “View Cart and Checkout”, which will bring you to the screen where you can access the buyer field:



If you do not see the Suggested Buyer field, you may need to click on the “Show Delivery and Billing” to expand those field for view.

