

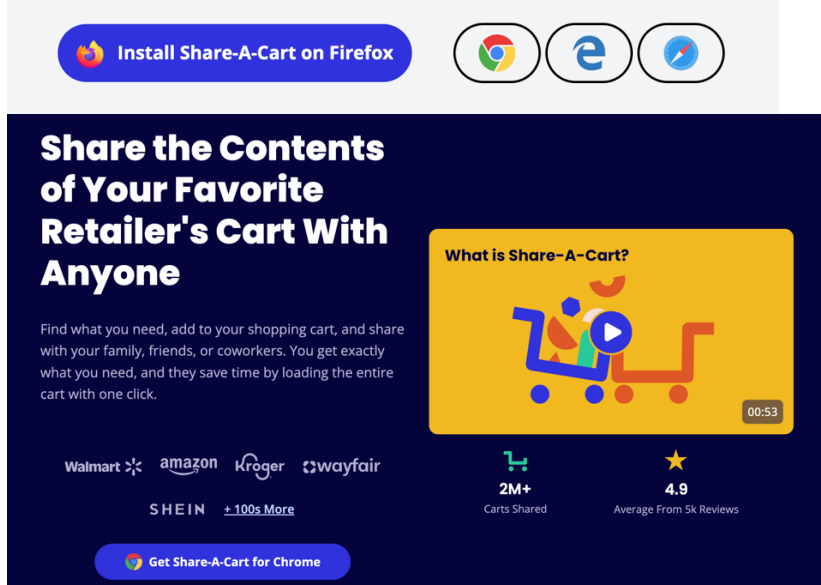
FSU Walmart Business RSO Instructions

Steps for Ordering Items

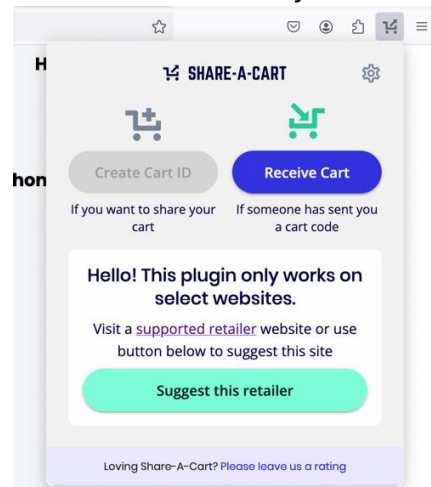
1. Go to [Share-A-Cart](#) and download the plugin for your browser.
2. Click on Get Plugins.



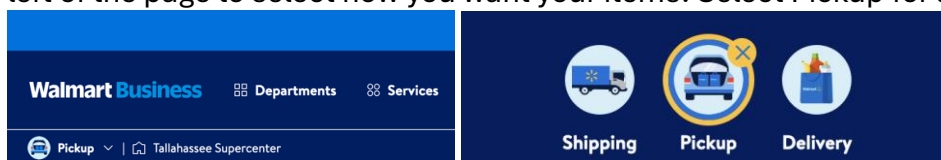
3. Scroll down until you see your browser icon and click on the icon you use. It should ask if you want to install based on the browser you are currently using.



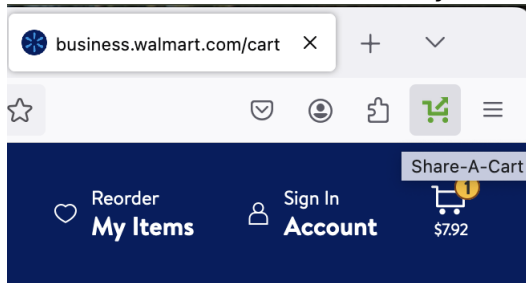
4. Add the extension to your toolbar.



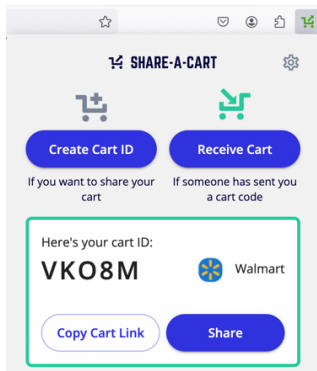
5. Once the Share-A-Cart plugin is installed, go to [Walmart Business](#) and go to the top left of the page to select how you want your items. Select Pickup for available items.



6. You do not need to create a Walmart Business Account.
7. Go shopping! Add the items for your event or meeting to your cart.
8. Once you have added all items to your cart, go to your cart and take a screenshot. This will be your quote for the purchase request in Nole Central.
9. Go to the Share-A-Cart icon on your browser toolbar and click that button.



10. Click Create Cart ID and Copy Cart Link



11. Put the cart link in the Purchase Request line, **“Type of items being purchased”**

EVENT OR PROMOTIONAL ITEM REQUEST

This section is for all purchases related to RSO events or promotional items including food, decorations, supplies, etc.

If you are submitting a request for event that requires a signed agreement, honorarium or a contract, submit the event information and event flyer and then scroll down to the next blue box.

Is the event/items open & free to all FSU students?

No Response

Type of items being purchased (describe what you want to buy and how they will be used):

No Response

Names for Purchase Order (at least 2 students picking up items)

Bryce Couey and Sophia Deitrich

Purchase Dates (To/From):

No Response

Please upload OFFICIAL VENDOR QUOTES with the following information:

- Company Name, Item Numbers, Quantity, Description, Unit Price, Amount, Total Cost

12. This section must also include two names for pick up (include email addresses), the exact date and time for pick up, and the store you are picking the order up from. If possible, please avoid selecting the Tennessee St for pick up.
13. Submit your purchase request.
14. Keep an eye on your email, in case SGA Accounting has any questions.

15. Please note that the Walmart Business website will not allow us to place orders more than 7 days before your pickup date.