Some internal purchases may be made using LoboMart forms. Currently IT Software Distribution purchases may be made in LoboMart.

1. Forms for internal purchases are found directly above the Punchout supplier list on the LoboMart home screen.

2. Complete the required form fields and add the form to your LoboMart shopping cart.

3. After the form is added to your cart, complete the Edit Cart and Review screens as usual.

4. After editing your cart, click on Place Order.

Internal orders placed through LoboMart do not go through Banner approval queues.

Order status should be obtained by contacting the selling department directly; internal orders will not be visible in Banner.

Internal orders placed in LoboMart will be billed by JV submitted by the selling department.

***END***