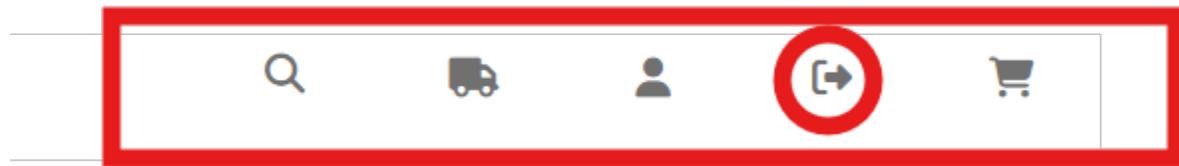


# Trouble Shooting Nuveen On behalf Of Order Issues

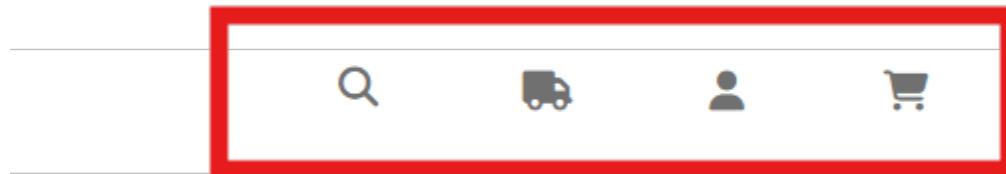
If you are a Nuveen user looking to place a Nuveen On Behalf Of order, it is important that you are logged into your approved account. ***\*\*Only approved users will be able to bill On Behalf Of.***  
\*\*

To verify that you are successfully logged into your account, you should see the Logout icon (line with the arrow next to it) indicating that you are in your account.

## Successfully Logged In:



## Not Logged In:



You will need to be logged into your account BEFORE you proceed to checkout. Once logged in, you can add items to your cart. On the cart page, you should see 2 options for checkout:

- Checkout with credit card
- Checkout with budget code

You will need to select **Checkout with Budget Code** in order to checkout as **On Behalf Of**.

If you are logged in and do not see the **Checkout with Budget Code** button on the cart page, you do not have access to bill on behalf of.

# Shopping cart

	Product	SKU	Unit Price	Quantity	Sell Price	
	Gift Bag 8x4x10"	TIA001	\$3.90	<input type="text" value="1"/>	\$3.90	
			Subtotal:	\$3.90		

Then you can proceed through checkout, enter your shipping information and shipping method. Then on the final review page, you will be prompted to select your "On Behalf Of" name to whom the order should be invoiced to.

# Review order

Items	Quantity	Price
Gift Bag 8x4x10"	1	\$3.90
		Subtotal
		Shipping
		Tax
		Total

## Payment information

You can then submit your order!