

CU Marketplace Managing Carts Quick Guide



This Quick Guide details how manage your Carts that are created when you shop from Catalog Suppliers or complete a Non-Catalog Goods and Services Request prior to checking out and submitting them as Requisition .

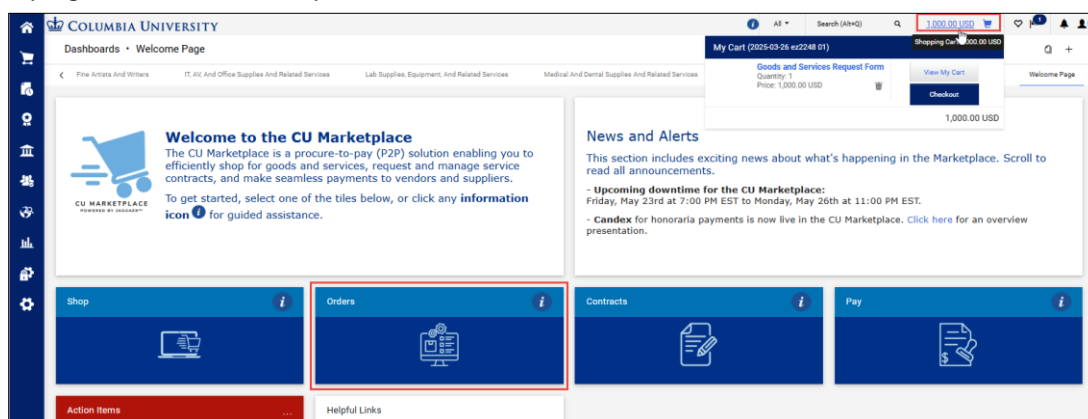


Managing Carts

When you select items when shopping from Catalog Suppliers or add Line Items to a Non-Catalog Goods and Services Request, you are adding items to your **Active** Shopping Cart. If you should end your CU Marketplace session and resume shopping at a later time, you will resume adding items to the same Active cart. If needed, you can create a new cart and begin adding new items. You can also switch between different Carts.

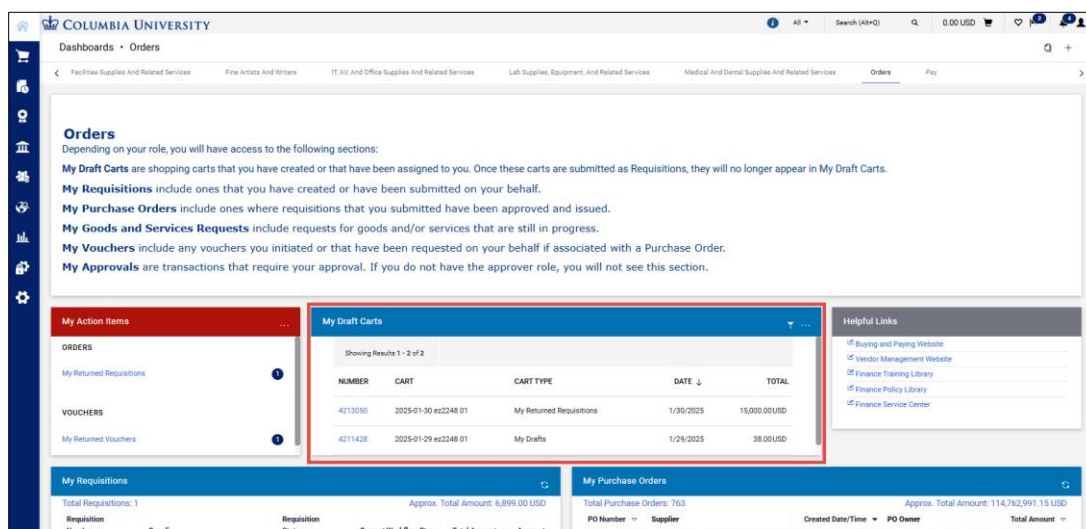
Viewing Your Carts

If you have an Active Cart, the total amount for all items in that Cart is displayed next to the **Shopping Cart**  icon in the top right of the CU Marketplace window.



Click the **Amount** link next to the Shopping Cart icon to **View My Cart** or proceed to **Checkout**.

To view all Draft Carts, click the **Orders** tile from the Welcome Page. The Orders dashboard appears.



The **My Draft Carts** section Displays your Carts. The **Active**  icon indicates the Cart that is currently active.

Click a **Cart Number** to view a Cart. That Cart will become your Active Cart. If you shop for Catalog Items, those items will be added to the Active Cart.

If you will be creating a Non-Catalog Requisition. process your current Active Cart (assign it or submit it into workflow), delete it, or create a new Cart.

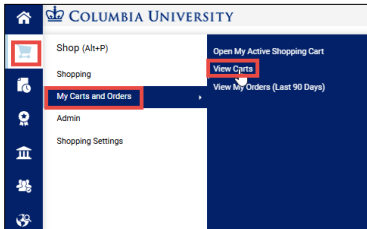
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Creating a New Cart

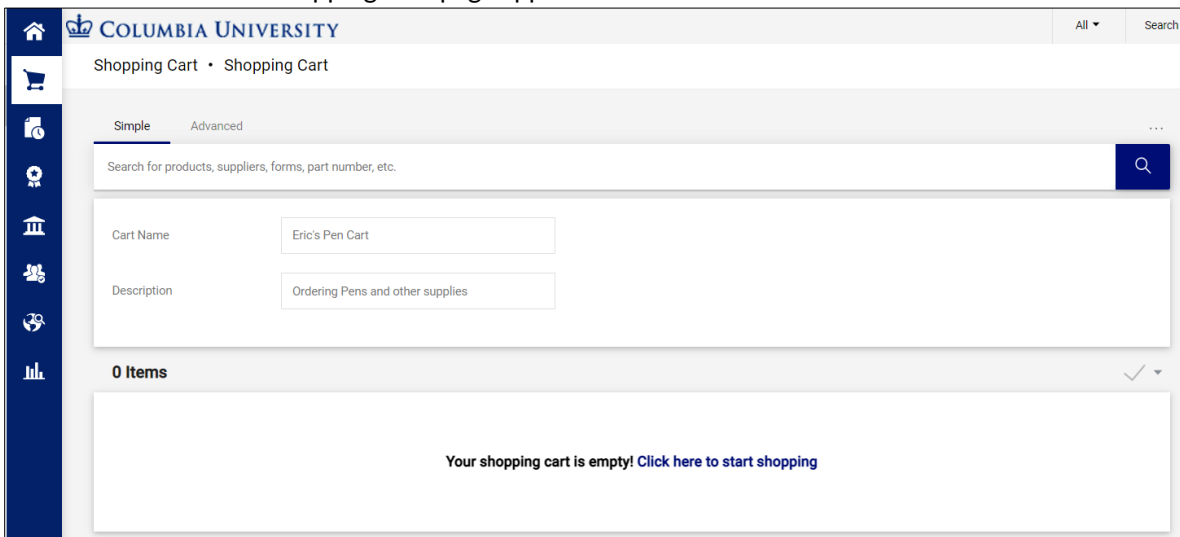
1. Use the Navigation Menu on the left to navigate to the **Shop** icon > **My Carts and Orders** > **View Cart**.



The Cart Management screen appears.



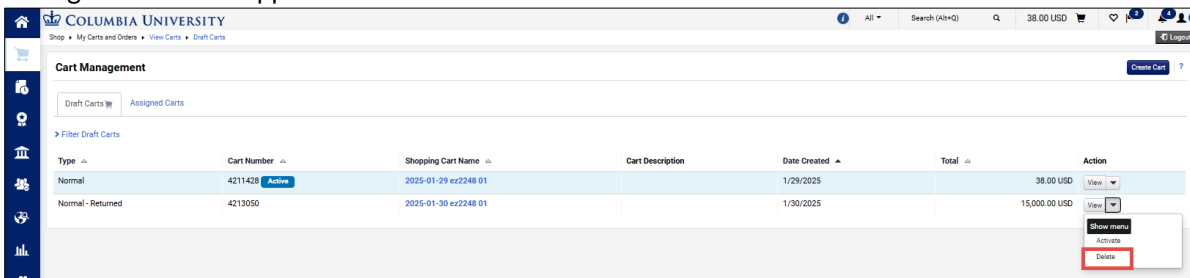
2. Click **Create Cart**. The Shopping Cart page appears for the new cart.



3. Enter a **Cart Name** and **Description**. You can begin shopping or create a Non-Catalog Requisition to add items to the new Cart.

Deleting a Cart

1. Use the Navigation Menu on the left to navigate to the **Shop** icon > **My Carts and Orders** > **View Cart**. The Cart Management screen appears.



2. Click the **Action** dropdown and select **Delete**.

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Moving an Item from One Cart to Another

1. View the Shopping Cart page that has the item you want to move to another cart.

2. Click the **Line Item Actions** icon for the item you want to move and select **Move to Another Cart**.
3. Select **Move to a new cart** to create a new cart with that item or select one of the **Draft Carts** listed to move the item to that cart.

Adding Goods and Services Request Items to a New Cart

After completing a Goods and Services Request Form, you can select the option to Add to new Cart so your items are not added to the Active Cart.

On the **Review and Submit** page of your Goods and Services Request Form, click the dropdown menu next to Add and go to Cart and select **Add to new Cart**.