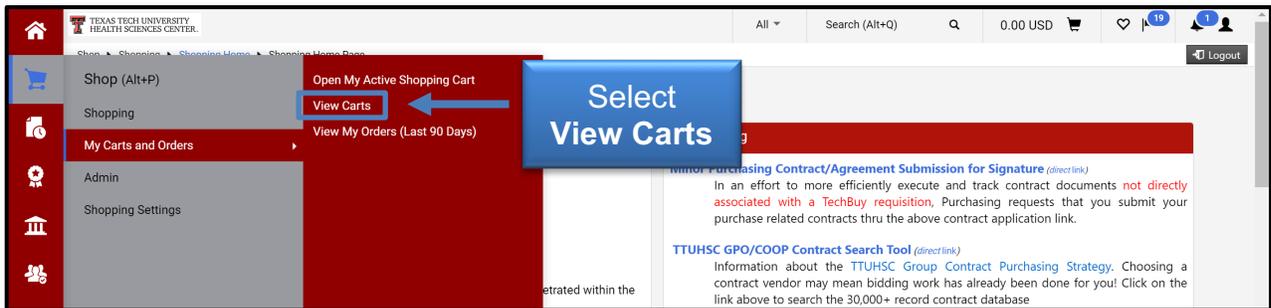




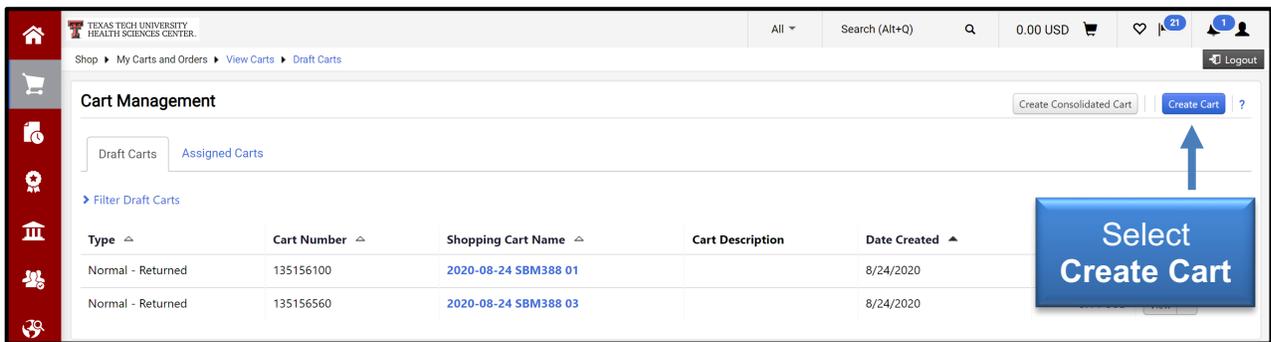
A cart is your virtual shopping cart which holds items selected for purchase. When the cart is submitted it becomes a requisition. A user can have multiple carts. In the case of multiple carts, one cart will be listed as your active cart and the other carts will be listed as draft carts. From the Shopping Home page, select **Shop, My Carts and Orders, View Carts**. The below sections will discuss how to create a new cart in the Active Cart and Drafts Cart sub-tabs and how to remove draft carts.



Creating a New Cart

Carts should be limited to items from one vendor; therefore, we suggest creating a new cart prior to shopping. This will ensure not only that the active cart contains only the desired items, but will also ensure that the cart's accounting date is current.

You can create a new cart by selecting **Shop, My Carts and Orders, View Carts** and the **Draft Carts** tab. This will open the **Cart Management** screen. From the **Cart Management** screen, select **Create Cart**. This will place a new and empty cart as your **Active Cart**.

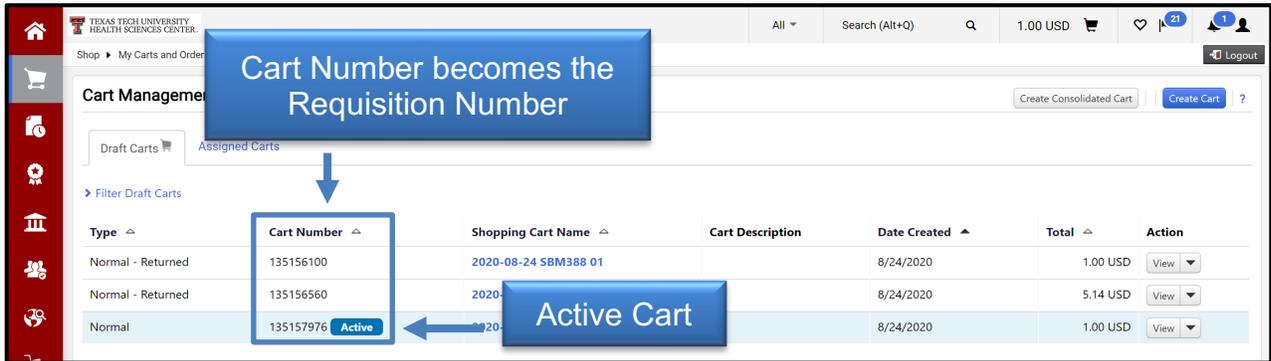


View Future Requisition Number for a Cart

You can view the future requisition number for your cart prior to the requisition actually being created. The Cart Number will eventually become the requisition number when the requisition is created and is shown on the Cart Management Page. The active cart

TechBuy – Cart Management

will be highlighted and labeled Active. Orders assigned to you will appear in the Assigned Carts tab.

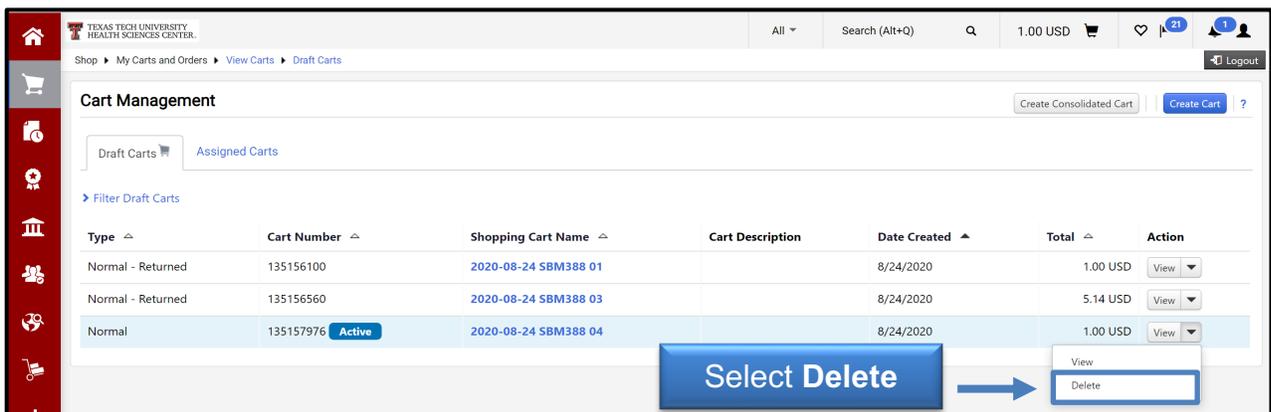


Having the Cart Number available in the Cart Management page, gives you a reference number that can be used later when you are trying to find the cart. It also allows you to provide the Cart Number for reference so that others can find that particular draft or assigned cart.

Deleting your Draft Carts

The draft carts tab maintains a list of all carts that have not been submitted. This list could potentially include obsolete and invalid carts that will never need processing. This section will walk through the steps to delete any unnecessary draft carts. Select the **Shop, My Carts and Orders, View Carts** and the **Draft Carts** tab.

The draft carts currently in your possession will populate. The **My Drafts** folder may contain carts that should be deleted. If you locate an obsolete cart, select the Arrow right of view button and select **Delete**.



The draft cart will no longer appear on your list. Please note that once a draft cart is deleted, it cannot be recovered.