Handling Shopping Carts in BuyWays

The first step in creating a requisition in BuyWays is to create a new shopping cart. Every new shopping cart should immediately be renamed.

You may not combine items for different vendors in one shopping cart.

The cart that you are in the process of filling is your active cart and it will appear in the upper right corner of the Home/Shop page. You will have only one active cart at a time, but you may have multiple draft carts. A cart that you create but do not immediately complete will remain as a draft cart until you make it active and either complete the requisition or, if you are a shopper, assign the cart to a requisitioner. Draft carts may also include carts that have been returned to you by an approver and carts that have been assigned to you by a shopper.

Active Cart
You may access an active shopping cart in either of the following ways:

1. Click on the active cart link in the upper right corner of the Home/Shop page.

   The lines of the shopping cart will be displayed. Click on View My Cart to access the cart and complete the requisition.

2. Point your mouse to the shopping cart icon on the left border of the page. Point to My Carts and Orders. Click on Open My Active Shopping Cart.

   You will now be able to complete the requisition.

Draft Carts
To access your draft carts:
- Point your mouse to the shopping cart icon on the left border of the page.
- Point to My Carts and Orders.
- Click on View Draft Shopping Carts.
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The draft carts will be identified as:
- **My Drafts**: carts you began to fill but did not complete
- **My Returned Requisitions**: carts that have been returned to you by an approver
- **Drafts Assigned to Me**: carts that have been assigned to you by a shopper

**Delete a Cart**
If you have a draft cart that you no longer need, click on **Delete** at the far right of the cart row. If you do not want to resubmit a returned requisition, click on **Withdraw** at the far right of the row.

**Re-open a Draft Cart**
To open a draft cart in order to modify or complete the requisition:
- Click on the shopping cart icon in the Active Cart column. It will change color to indicate that this is now the active cart. The total amount of this shopping cart will appear in the menu bar at the top right.
- Click on the active cart link in the menu bar at the top right.
- Click on View My Cart.

**To avoid problems with shopping carts**, it is recommended that you:
- Create a new cart and give it a name before you click on a catalog vendor and begin to select items from the punch-out site.
- Finish processing every new cart you create.

If you have a draft cart and you simply start shopping without first creating and renaming a new cart, you may find that your shopping cart contains line items from two different vendors. If this occurs, follow the instructions below to do one of the following:
- Remove lines from your active cart, leaving only line items from a single vendor.
- Move some of the lines to a new cart.
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- Delete the shopping cart, create a new cart and shop again.

**To remove line items:**
- Click the checkbox at the far right of each line you want to remove.
- Click in the **Perform an action on (x items selected)** dropdown.
- Click **Remove Selected Items**.

![Image of cart with options]

**To move the line items to a new cart:**
- Click the checkbox at the far right of each line you want to move.
- Click in the **Perform an action on (x items selected)** dropdown.
- Click **Move to Another Cart**.
- A box will appear asking you to select the cart to which you want the line items moved.
- Select the cart and click **Move**. A confirming message will appear.

**Important:** To avoid this problem, always create a new shopping cart and give it a name before you begin shopping and either finish a requisition or delete the shopping cart before you create another one.