Consolidating Shopping Carts

In This Guide

Shopping carts can be combined to form one larger shopping cart…and to submit one order to the supplier instead of multiple smaller orders.

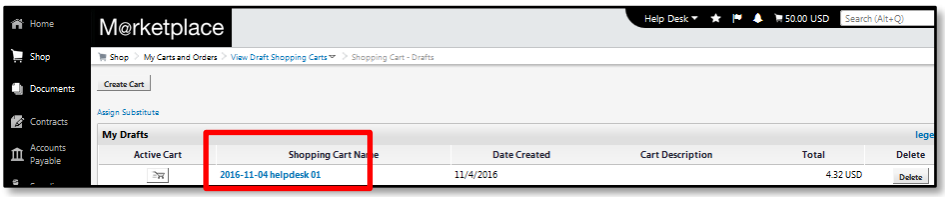
This guide discusses:

- ✓ Consolidating shopping carts
- ✓ Deleting shopping carts

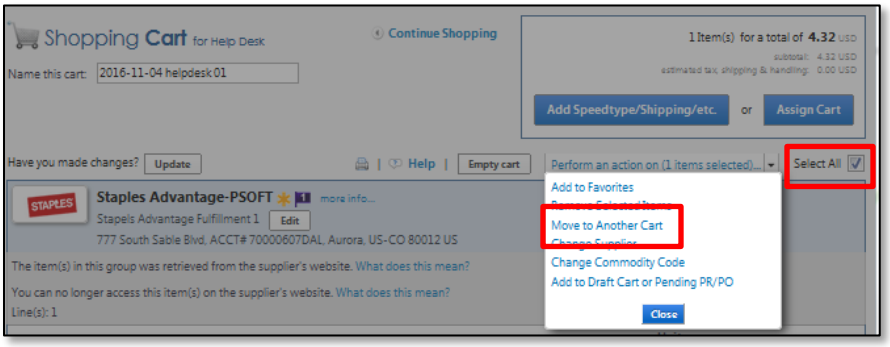
> Requestors can consolidate shopping carts assigned by multiple Shoppers. However, each Shopper will lose visibility of his or her shopping cart once the Requestor creates the new consolidated shopping cart. Email notifications will be sent by CU Marketplace to each Shopper after the original shopping carts are deleted.

Procedure

1. Log in to your campus portal and on the CU Resources tab, select **Quick Links**, **CU Marketplace**.
2. Use the navigation bar on the left side of your screen and go to **Shop > My Carts and Orders > Open My Active Shopping Cart**. Locate the shopping carts you want to combine.
3. Select one of the shopping carts you want to combine by clicking on the shopping cart's name.



4. Check the **Select All** checkbox, located on the right side of the page, to select all items in this shopping cart.
5. Use the dropdown to select *Move to Another Cart*.



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6. The **Move Lines** pop-up box appears. Use the **Select a cart** dropdown to select *Move to new cart*.

7. Click the **Move** button. A new draft shopping cart is created.

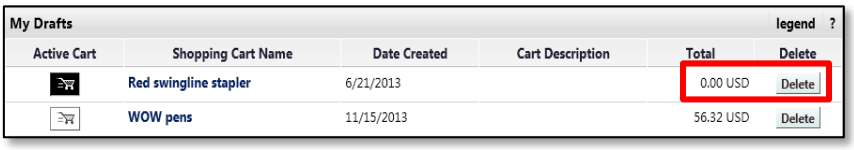
8. A confirmation message appears. Click the **Close** button to continue.

9. The shopping cart is now empty.

10. If consolidating more shopping carts, repeat steps 2 through 9 for each additional shopping cart.

11. Return to your draft carts: use the navigation bar on the left side of your screen and go to **Shop > My Carts and Orders > Open My Active Shopping Cart**.

12. Click the **Delete** button to delete each empty original shopping cart.

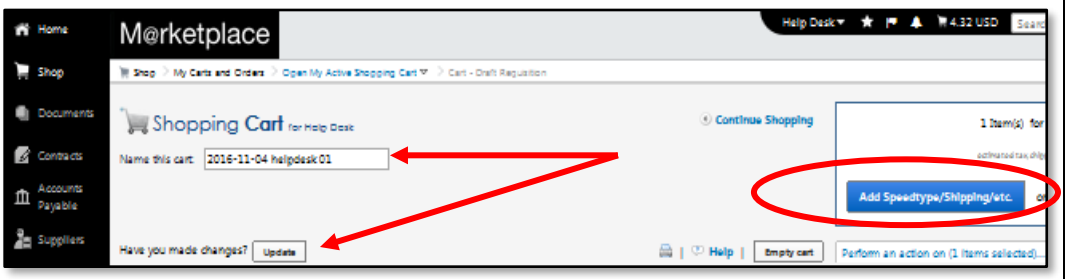


13. Enter a reason for deleting the shopping cart. This note will be included in the email notification sent to the Shopper.

14. Click the **OK** button.

15. Return to your draft carts: use the navigation bar on the left side of your screen and go to **Shop > My Carts and Orders > Open My Active Shopping Cart**.

16. Select the consolidated shopping cart, under the **My Drafts** section, by clicking the shopping cart's name.

17. We recommend that you enter a unique shopping cart **Name** to easily identify or search for your shopping cart. If you do, click the **Update** button to save your shopping cart's new name.

18. If ready, add details such as SpeedType and shipping to the shopping cart. Refer to the Quick Step Guide [Adding Details to Shopping Carts (such as SpeedTypes and Shipping)](#) for further guidance.