Step-by-Step Guide

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

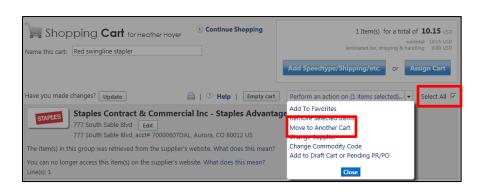
Requestors can consolidate shopping carts assigned by multiple Shoppers. However, each Shopper will lose visibility of his or her shopping cart once the Requestor creates the new consolidated shopping cart. Email notifications will be sent by CU Marketplace to each Shopper after the original shopping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

Procedure

- Begin by accessing CU Marketplace via <u>your campus portal</u>. Locate your CU Resources section and, under the Business Applications area, select the CU Marketplace link.
- 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.
- Select one of the shopping carts you want to combine by clicking on the shopping cart's name.

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iii	🦉 Shop 👌 My Carts and Orders 👌 View Draft Shopping Carts 🗢 👌 Shopping Cart - Drafts							
C	Create Cart							
N	My Drafts					legend		
	Active Cart	Shopping Cart Name	Date Created	Cart Description	Total	Delete		
		Red swingline stapler	6/21/2013		10.15 USD	Delete		
	2	WOW pens	11/15/2013		46.17 USD	Delete		

- 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*.



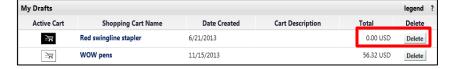
Revised 07.22.14

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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.

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	📜 Shop 👌 My Carts and Orders 👌 Open My Active Shopping Cart 🗢 👌 Cart - Draft Requisition							
	Shopping Cart for Heather Ho	Continue Shopping	4 Item(s) for					
Ø	Name this cart: WOW pens		estimated tax, shipp					
血			Add Speedtype/Shipping/etc.					
	Have you made changes? Update	🚔 🖓 Help 🛛 Empty	cart Perform an action on (0 items select					

18. If ready, the consolidated

shopping cart can now be finalized. Refer to the Quick Step Guide <u>Finalizing</u> <u>Shopping Carts (Adding SpeedType, Shipping, etc.)</u> for further guidance.

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