

CU Marketplace How-to: Consolidating Shopping Carts ^[1]

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

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.

Read the procedures

1. Use the navigation bar on the left side of your screen and go to **Shop > My Carts and Orders > View Carts**. Locate the shopping carts you want to combine.
2. Select one of the shopping carts you want to combine by clicking on the shopping cart's name.
3. Check the **Select All** checkbox, located on the right side of the page, to select all items in this shopping cart.
4. Use the dropdown to select *Move to Another Cart*.
5. Use the menu options to select **Move to new cart** or move to another draft cart.
6. A new draft shopping cart is created or the items are moved to another cart depending on your selection.
7. The existing shopping cart is now empty.
8. If consolidating more shopping carts, repeat the steps for each additional shopping cart.
9. Return to your draft carts: use the navigation bar on the left side of your screen and go to **Shop > My Carts and Orders > View Carts**.
- 10.

Click **View > Delete** to delete each empty original shopping cart.

11. Enter a reason for deleting the shopping cart. This note will be included in the email notification sent to the Shopper.
12. Click **OK**.
13. Return to your draft carts: use the navigation bar on the left side of your screen and go to **Shop > My Carts and Orders > View Carts**.
14. Select the consolidated shopping cart, under the **Draft Carts** section, by clicking the shopping cart's name.
15. We recommend that you enter a unique shopping cart **Name** to easily identify or search for your shopping cart.
16. If ready, add details such as SpeedType and shipping to the shopping cart.

Source URL:<https://www.cu.edu/psc/cu-marketplace-how-consolidating-shopping-carts>

Links

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