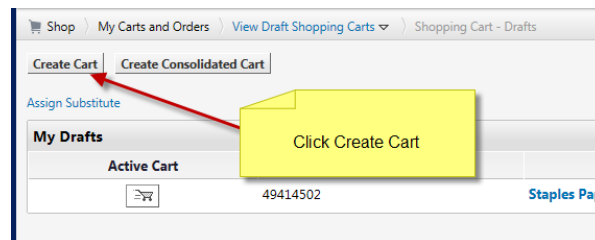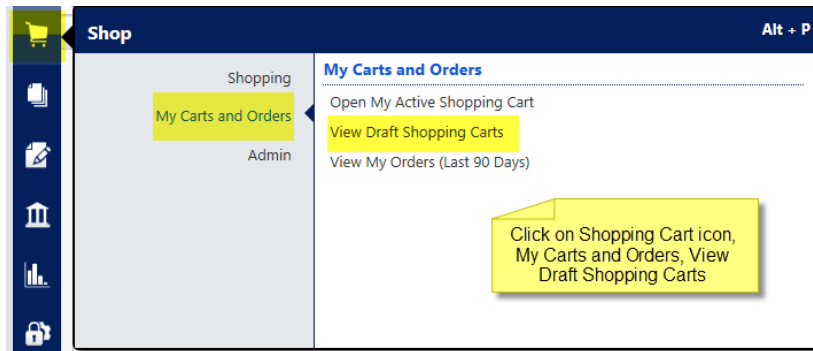![Texas Tech University TechBuy logo]

How to Create and Manage Carts in TechBuy

To process a requisition, you must create a cart in TechBuy. You can add products to a cart by using the punch-outs, hosted catalogs, forms or non-catalog items.

It is recommended you create a cart before beginning to shop in order to avoid using old data (or always delete any unused draft carts).

Tip: It is always recommended you name your cart so that it is easily identifiable
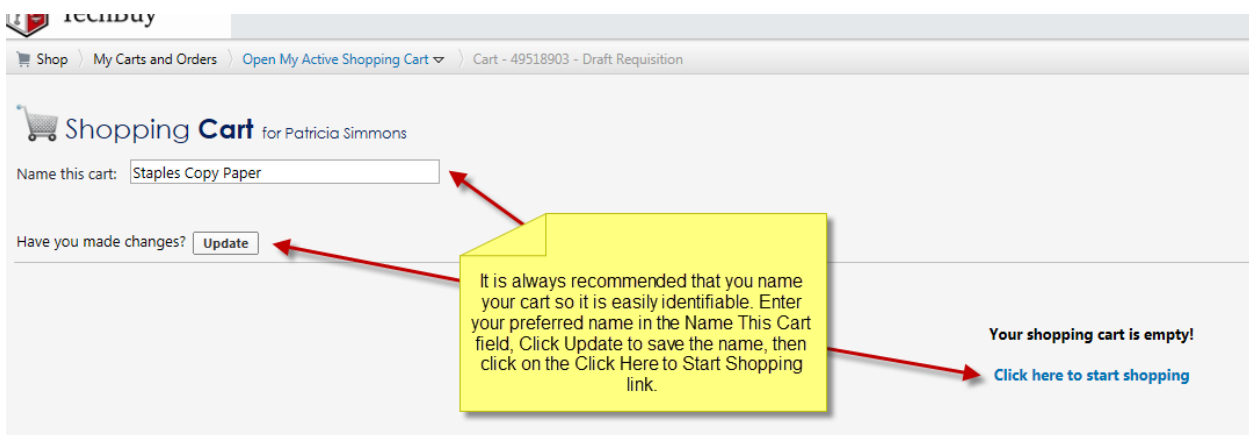
You can view your draft carts, carts assigned to you and carts you have assigned to others when accessing *View Draft Carts*.

You can also delete your old and unused carts in *My Drafts* from this screen.

Clicking on *Open My Active Shopping Cart* will open the last cart you were working with.

Your active cart is also highlighted in your draft carts.

To search for assigned carts, click on the Cart icon, *Admin*, *Manage Assigned Carts*.
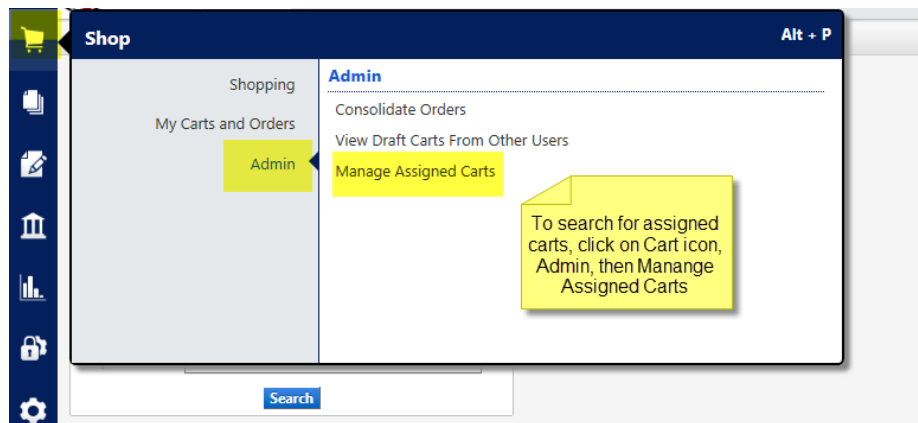
You can search for the Assignee or the Submitter by first or last name, user name, email, cart name, cart number, etc.

The search will return results indicating the Assignee, the Submitter, Cart Number, Shopping Cart Name, etc. The results will differ depending upon the type of search: Assignee or Submitter.

⊞ Assigned Carts Search 📄 ?				

Search results by Assignee

				Total No Of Assigned Carts: 1
Results per page 20 ▾				
Assignee Name ▲		**Submitter Name** △	**Cart Number**	**Shopping Cart Name**
Cathy Clifford		Patricia Simmons	49890839	**Staples Order 04292014**

⊞ Assigned Carts Search 📄 ?				

Search results by Submitter

				Total No Of Assigned Ca
Results per page 20 ▾				
Assignee Name ▲		**Submitter Name** △	**Cart Number**	**Shopping Ca**
Patricia Simmons		Cathy Clifford	48982493	**Apple power cord**

End of Creating and Managing Carts Training Guide

techbuy.purchasing@ttu.edu