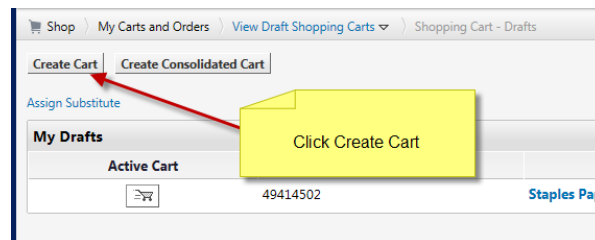
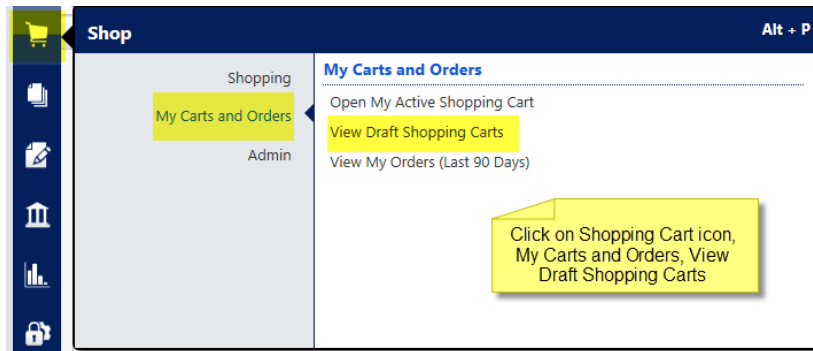




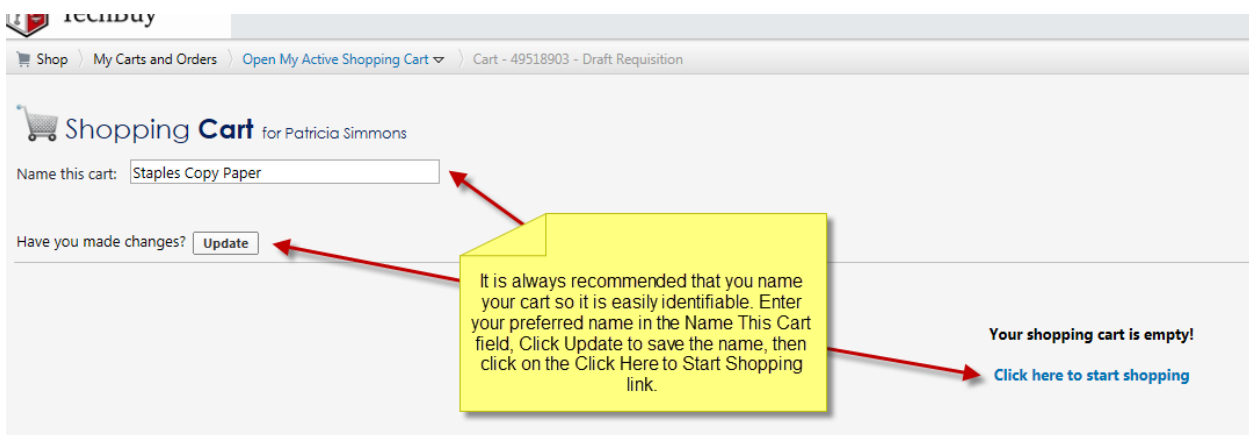
How to Create and Manage Carts in TechBuy

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*.

My Drafts			Your unsubmitted draft carts
Active Cart	Cart Number	Shopping Cart	
	49518920	2014-04-16 COH216 01	
	49518903	2014-04-16 COH216 02	
	49414502	Staples Paper Test Run	
Drafts Assigned To Me			Carts assigned to you by others
Active Cart	Cart Number	Shopping Cart Na	
	49464587	FY 15 Filter Service	
My Drafts Assigned to Others			Carts you have assigned to others
View Cart	Cart Number	Shopping Cart M	
	49527260	Aqua One	

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

Total		Delete
0.00 USD		Delete
0.00 USD		Delete
651.44 USD		Delete

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

Shop




My Carts and Orders

- Open My Active Shopping Cart
- View Draft Shopping Carts
- View My Orders (Last 90 Days)

Click Shopping Cart icon, My Cart and Orders, Open My Active Shopping Cart. This will display the last cart you opened

Your active cart is also highlighted in your draft carts.

Assign Substitute

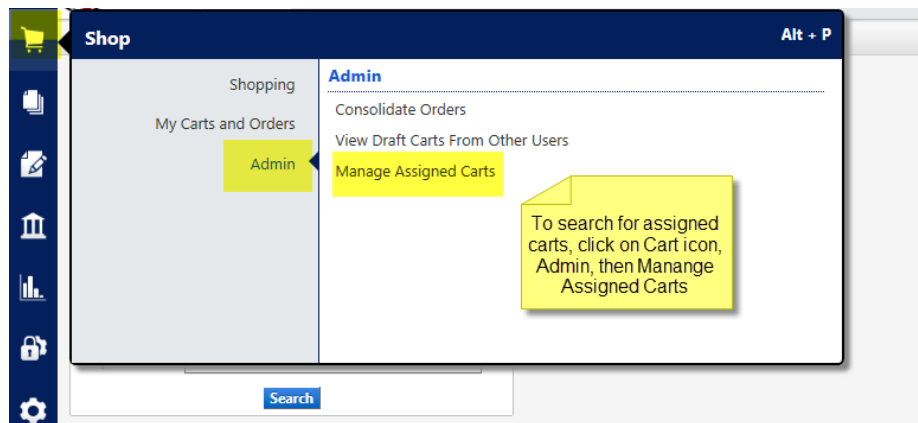
My Drafts		
Active Cart	Cart Number	
	49518920	2014-04
	49518903	2014-04
	49414502	Staples

Drafts Assigned To Me

Active Cart	Cart Number	
-------------	-------------	--

Your active cart is highlighted.

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.

Assigned Carts Search

Search By ☒ Assignee ☐ Submitter

First Name

Last Name

User Name

Email

Cart Name

Cart Number

Business Unit

Department

Search

Click the radio button to search by either Assignee or Submitter. You have several choice of search parameters, including First Name, Last Name, User Name, Email, etc. Once you have entered your search parameters, click Search.

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

Results per page 20

Total No Of Assigned Carts: 1

Assignee Name	Submitter Name	Cart Number	Shopping Cart Name
Cathy Clifford	Patricia Simmons	49890839	Staples Order 04292014

Assigned Carts Search

?

Search results by Submitter

Results per page 20

Total No Of Assigned Cai

Assignee Name	Submitter Name	Cart Number	Shopping Ca
Patricia Simmons	Cathy Clifford	48982493	Apple power cord

End of Creating and Managing Carts Training Guide

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