

Creating a Shopping Cart

A Shopping Cart is a virtual Shopping Cart that holds various items you have selected to purchase. Carts are capable of holding items from multiple suppliers.

Carts in BuyWays can have different statuses. The **Active** cart is the cart where items will currently be added. **Draft** carts are carts that have been created, but have not either been assigned to a requestor or sent for approval (if created by a requestor). **Assigned** carts are carts that have been assigned to a requestor, but have not yet been submitted for approval.

After a cart has been submitted for approval, it becomes a Requisition.

Upon completion of this topic, you will be able to create a Shopping Cart.

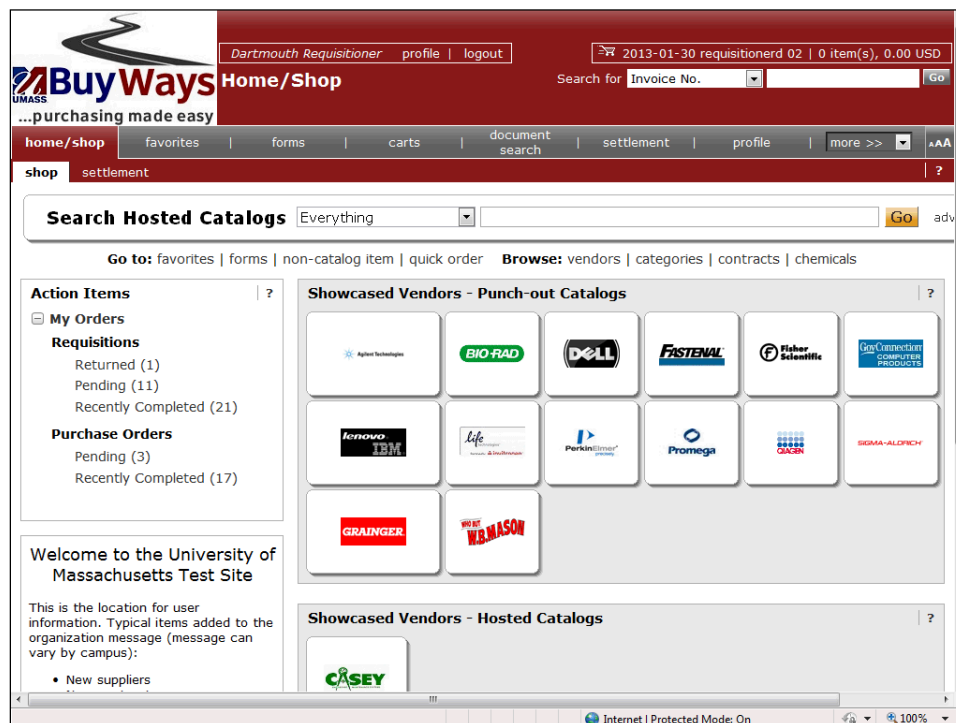
Procedure

Consider this scenario:

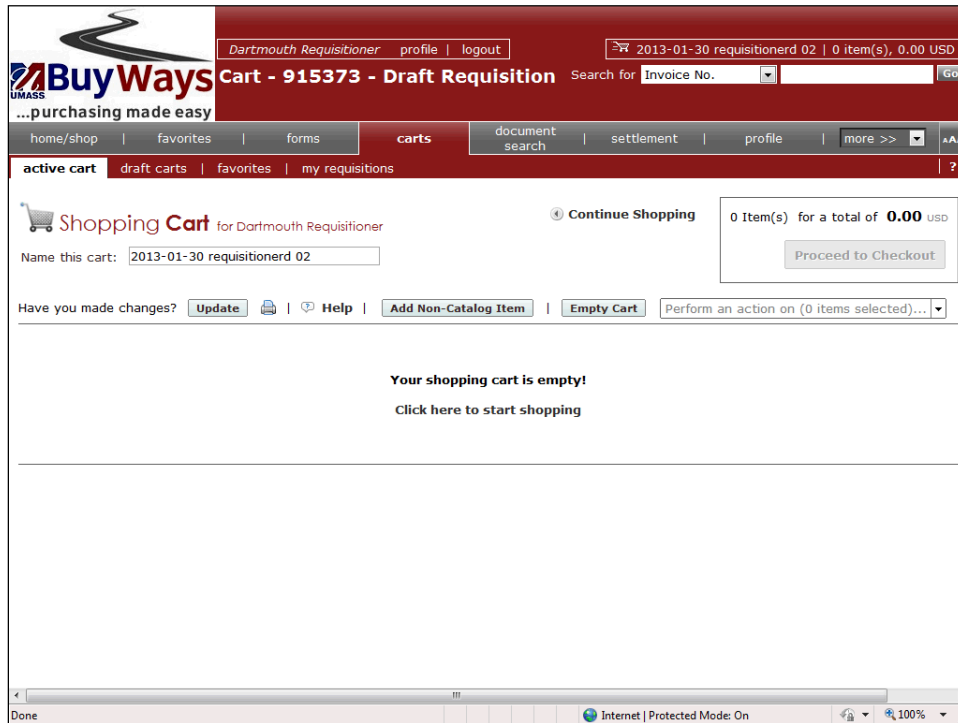
Your goal is to create a Shopping Cart.

Key Information:

Shopping Cart Name: Office Supplies 1_13

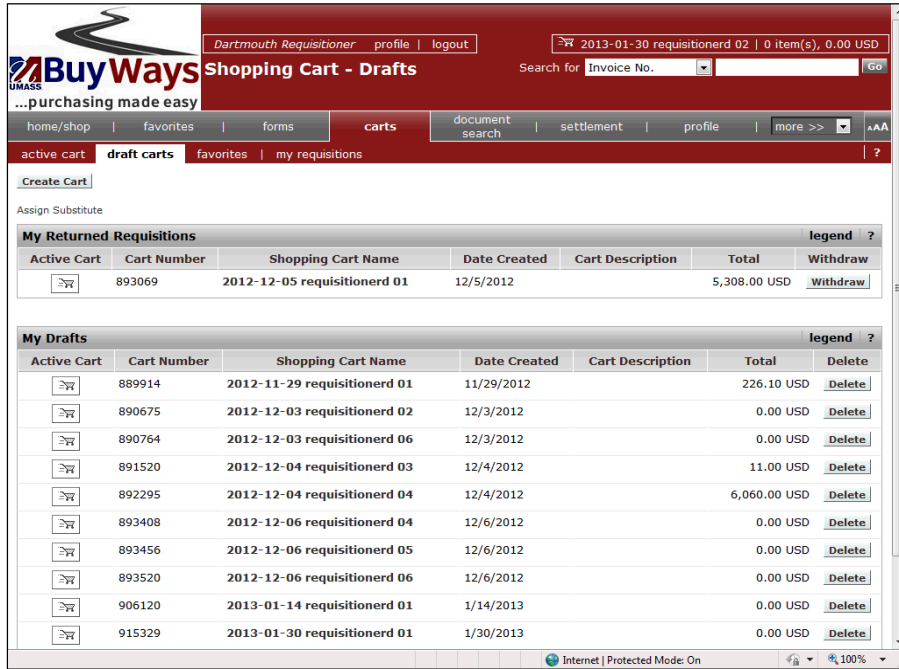


Step	Action
1.	<p>The "active" Shopping Cart is always displayed in the upper right hand corner of the BuyWays home/shop page.</p> <p>A cart is automatically given a unique name, based on the user name and the date it is created.</p> <p>It also shows the number of items in your cart and the dollar amount.</p>
2.	<p>To create a new Shopping Cart, click the cards link.</p> <p>cards</p>



3.	The active cart information displays.
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Step	Action
4.	Click the draft carts link. draft carts




My Returned Requisitions

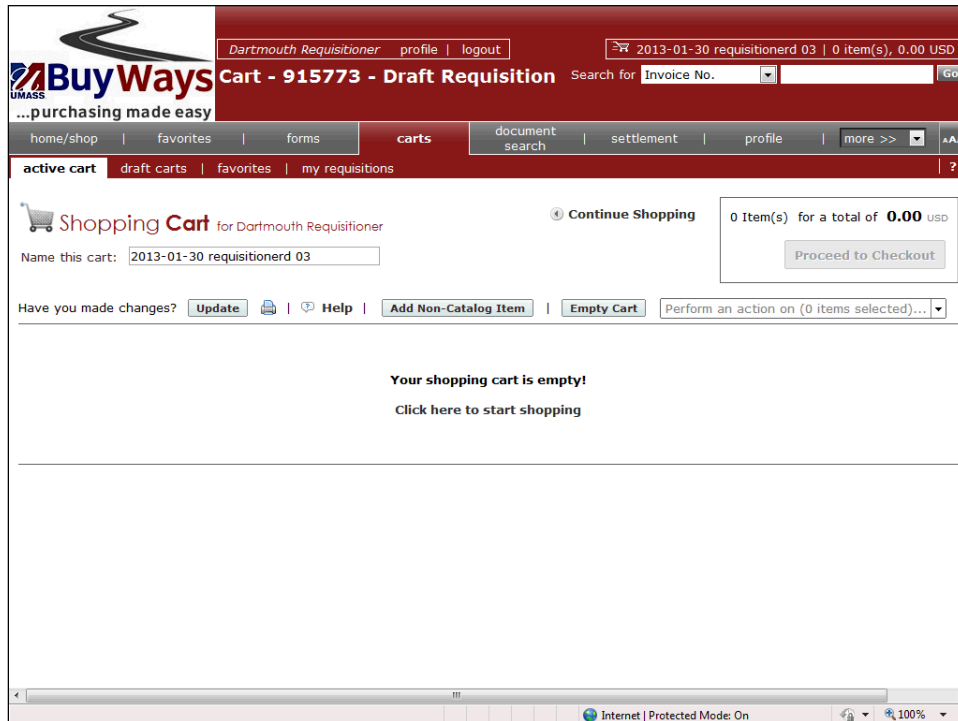
Active Cart	Cart Number	Shopping Cart Name	Date Created	Cart Description	Total	Withdraw
	893069	2012-12-05 requisitioner 01	12/5/2012		5,308.00 USD	Withdraw

My Drafts

Active Cart	Cart Number	Shopping Cart Name	Date Created	Cart Description	Total	Delete
	889914	2012-11-29 requisitioner 01	11/29/2012		226.10 USD	Delete
	890675	2012-12-03 requisitioner 02	12/3/2012		0.00 USD	Delete
	890764	2012-12-03 requisitioner 06	12/3/2012		0.00 USD	Delete
	891520	2012-12-04 requisitioner 03	12/4/2012		11.00 USD	Delete
	892295	2012-12-04 requisitioner 04	12/4/2012		6,060.00 USD	Delete
	893408	2012-12-06 requisitioner 04	12/6/2012		0.00 USD	Delete
	893456	2012-12-06 requisitioner 05	12/6/2012		0.00 USD	Delete
	893520	2012-12-06 requisitioner 06	12/6/2012		0.00 USD	Delete
	906120	2013-01-14 requisitioner 01	1/14/2013		0.00 USD	Delete
	915329	2013-01-30 requisitioner 01	1/30/2013		0.00 USD	Delete

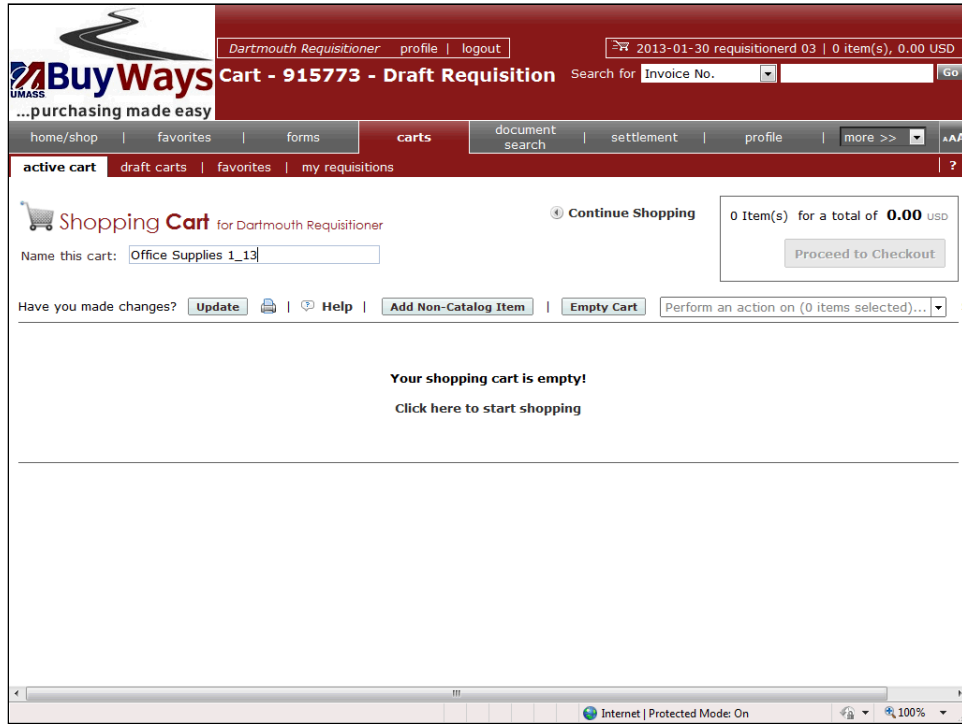
5.	You can use the draft carts page to view all of your draft Shopping Carts.
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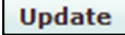
Step	Action
6.	Click the Create Cart button. 

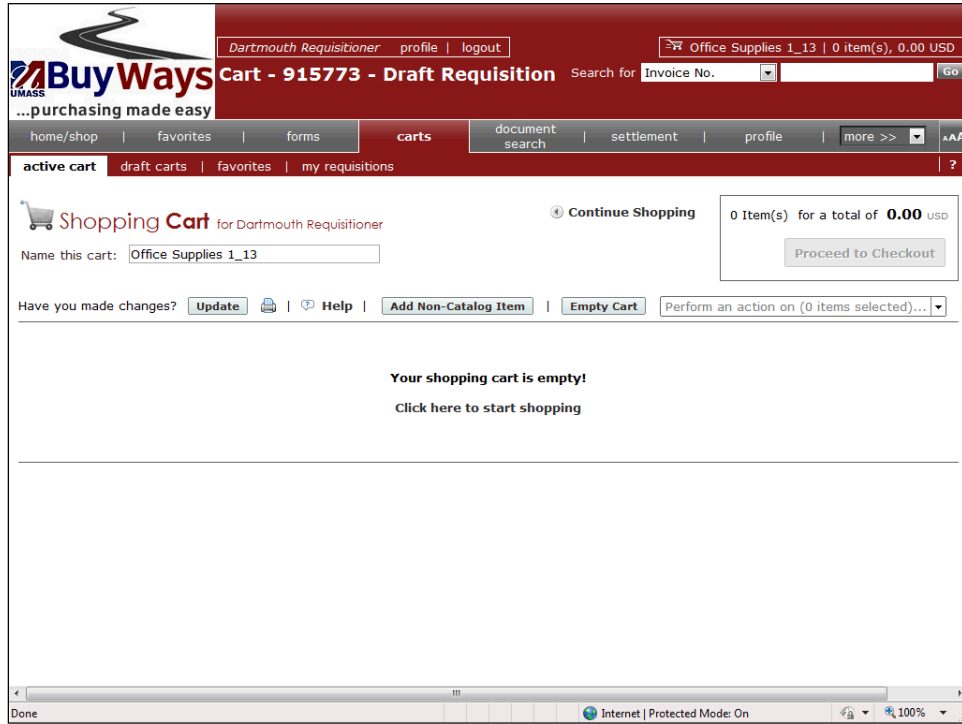



7.	The cart will be given a default name. You can change the name to make it more descriptive if you wish.
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Step	Action
8.	Optionally, enter the desired information into the Name this cart field. For this example, enter " Office Supplies 1_13 ".



Step	Action
9.	Click the Update button. 



10.	The cart is now displayed as the "active" cart in the upper right hand corner.
11.	To begin adding items to your cart, click the Continue Shopping link. 
12.	Congratulations! You have successfully created a Shopping Cart. End of Procedure.