

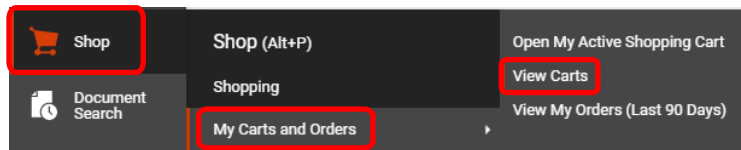
Cart Management

What is Cart Management?

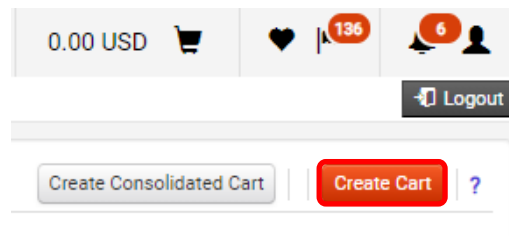
BennyBuy allows users to work on multiple carts simultaneously via cart management. You may need to leave a draft order until further clarification or documentation is acquired, or you may support several different offices with different procurement needs. Carts can be named for easy identification, assigned to others for evaluation, unassigned to retake ownership, or saved indefinitely to archive recurring procurement needs

Creating a New Cart

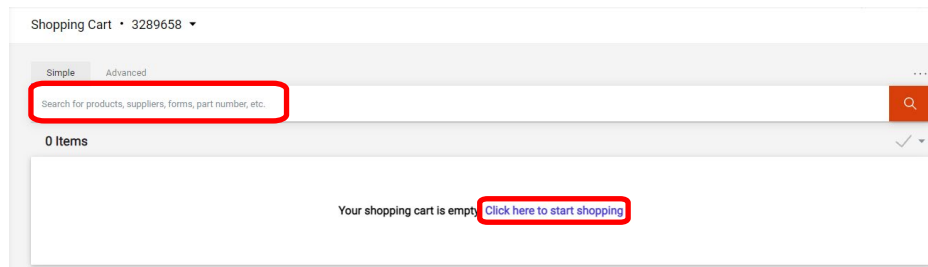
1. From the BennyBuy home page, click the **Shop** tab located on the left side menu. Then, select **My Carts and Orders** and then **View Carts**.



2. You will be directed to the Cart Management page, where you will see any draft carts you currently have. To create a new shopping cart, click the **Create Cart** tab in the upper right hand corner.



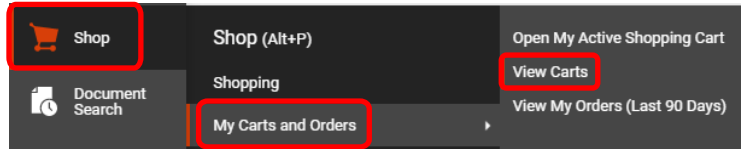
3. This will take you to the Shopping Cart page. You can use the search bar at the top to search the Hosted Catalogs, or select the **Click Here to Start Shopping** link to be directed back to the home page.



Cart Management

Accessing an Existing Cart

1. To access an existing draft shopping cart, click the **Shop** tab located on the left side menu. Then, select **My Carts and Orders** and then **View Carts**.



2. You will be directed to the Cart Management page, where you will see any draft carts you currently have. To select a specific cart, click the link for the shopping cart under the **Shopping Cart Name** column.

Cart Management

Draft Carts | Assigned Carts | Shared Carts

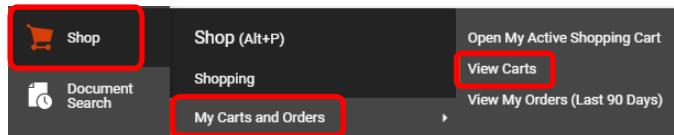
Filter Draft Carts

1-9 of 9 Results

Type	Cart Number	Shopping Cart Name	Cart Description	Date Created	Total	Action
Normal - Returned	3209787	2021-03-18 bymeal 06		3/18/2021	26,012.50 USD	View
Normal	3227693	2021-03-30 bymeal 01		3/30/2021	200.00 USD	View
Normal	3238791	2021-04-06 bymeal 01		4/6/2021	0.00 USD	View
Normal	3244770	2021-04-12 bymeal 08		4/12/2021	14.54 USD	View

Assigning A Cart

1. To access an existing draft shopping cart, click the **Shop** tab located on the left side menu. Then, select **My Carts and Orders** and then **View Carts**.



2. You will be directed to the Cart Management page, where you will see any draft carts you currently have. To select a specific cart, click the link for the shopping cart under the **Shopping Cart Name** column.

Cart Management

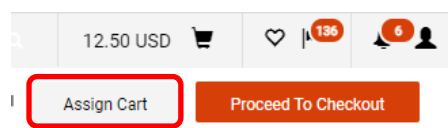
Draft Carts | Assigned Carts | Shared Carts

Filter Draft Carts

1-9 of 9 Results

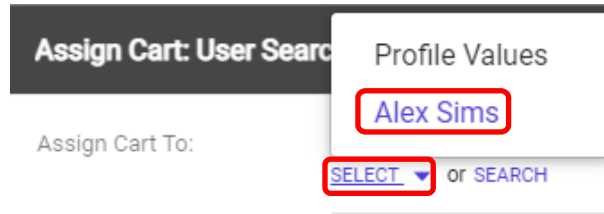
Type	Cart Number	Shopping Cart Name	Cart Description	Date Created	Total	Action
Normal - Returned	3209787	2021-03-18 bymeal 06		3/18/2021	26,012.50 USD	View
Normal	3227693	2021-03-30 bymeal 01		3/30/2021	200.00 USD	View
Normal	3238791	2021-04-06 bymeal 01		4/6/2021	0.00 USD	View
Normal	3244770	2021-04-12 bymeal 08		4/12/2021	14.54 USD	View

3. Depending on where you last accessed the cart, you will be directed to the Shopping Cart page, or the checkout screen. Regardless, select the Assign Cart button in the upper right hand corner to assign your cart.



Cart Management

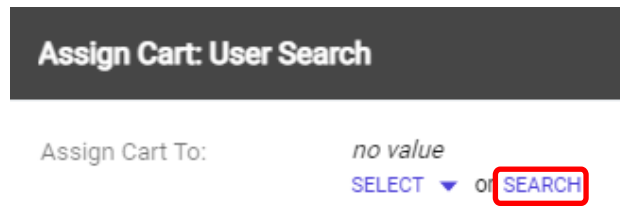
- The Assign Cart: User Search box will open. If you have assignees already setup in your profile, they can be selected by click the link titled **Select** and then by clicking their name.



Assign Cart: User Search

Assign Cart To: *no value* **SELECT** or SEARCH

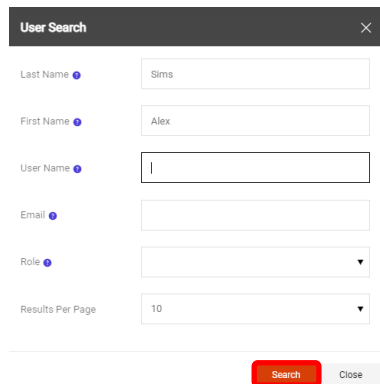
- Alternatively, you can search for an assignee by clicking the **Search** link.



Assign Cart: User Search

Assign Cart To: *no value* **SEARCH**

- The User Search box will open. Enter your search criteria, then click **Search**. Once you click search you can use the **+** under the Action column to select a specific user.



User Search

Last Name: Sims

First Name: Alex

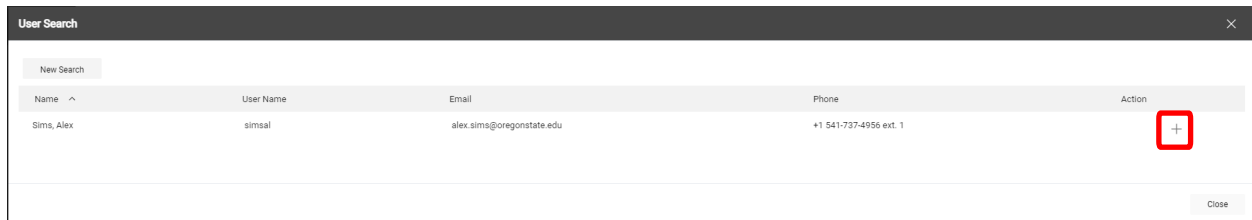
User Name: |

Email:

Role:

Results Per Page: 10

Search Close

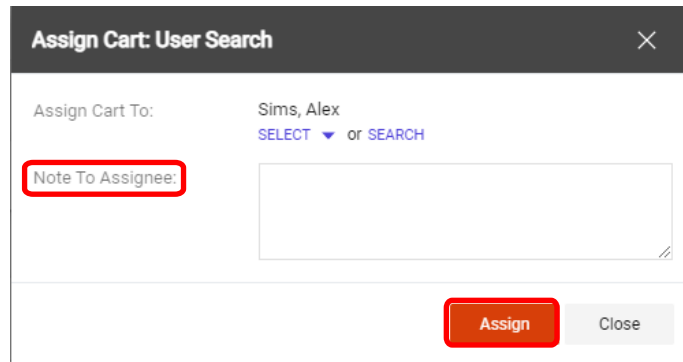


Name	User Name	Email	Phone	Action
Sims, Alex	simsal	alex.sims@oregonstate.edu	+1 541-737-4956 ext. 1	+

Close

Cart Management

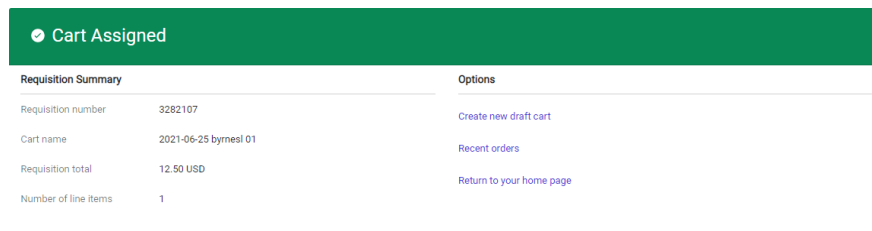
7. Enter a note in the Note To Assignee field if desired. Otherwise, click Assign to assign your cart.



The dialog box titled "Assign Cart: User Search" contains the following elements:

- Assign Cart To: Sims, Alex
- SELECT ▼ or SEARCH
- Note To Assignee: (A red box highlights this label and the adjacent text input area.)
- Assign (Red button)
- Close (Grey button)

8. A confirmation page will appear. The cart is now assigned to the user selected.

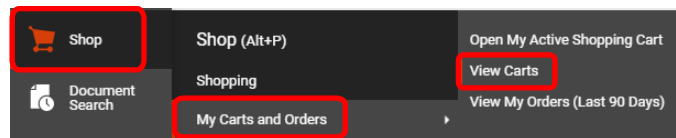


The confirmation page features a green header with a white checkmark and the text "Cart Assigned". Below this, there are two columns of information:

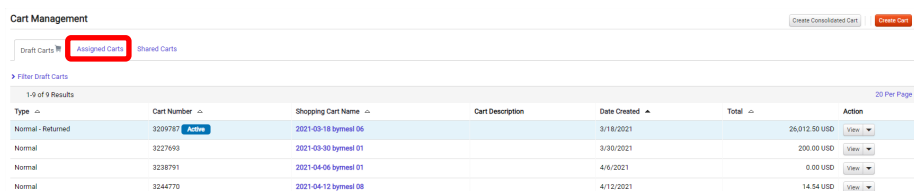
Requisition Summary		Options
Requisition number	3282107	Create new draft cart
Cart name	2021-06-25 bymesl 01	Recent orders
Requisition total	12.50 USD	Return to your home page
Number of line items	1	

Unassigning A Cart

1. If you have assigned a cart to someone, that cart can still be unassigned and returned to you, as long as the order hasn't been placed yet. To access an assigned cart, click the **Shop** tab located on the left side menu. Then, select **My Carts and Orders** and then **View Carts**.



2. You will be directed to the Cart Management page. Click the **Assigned Carts** tab.



The Cart Management page displays the following table of assigned carts:

Type	Cart Number	Shopping Cart Name	Cart Description	Date Created	Total	Action
Normal - Returned	3209787	2021-03-18 bymesl 06		3/18/2021	26,912.50 USD	View
Normal	3227693	2021-03-30 bymesl 01		3/30/2021	200.00 USD	View
Normal	3238791	2021-04-06 bymesl 01		4/6/2021	0.00 USD	View
Normal	3244770	2021-04-12 bymesl 08		4/12/2021	14.54 USD	View

Cart Management

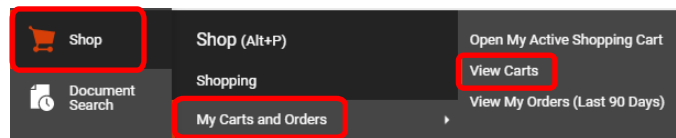
- This page will show you any carts you've assigned to someone else, but where the order hasn't been placed yet. To unassign a cart, click the dropdown arrow under the Action column, then select **Unassign**.

Type	Cart Number	Shopping Cart Name	Cart Description	Date Created	Total	Created By	Assigned To	Action
Normal	2975810	2020-06-08 bymeal 04		6/8/2020	10,000.00 USD	Lane Bymes	Michele Andersen	View
Normal	3282107	2021-06-25 bymeal 01		6/25/2021	12.50 USD	Lane Bymes	Alex Sims	View Unassign

- The cart will now be returned to you to make edits and reassign as needed.

Transferring Items to Another Cart

- If needed, items from one cart can be moved to another. To move items, first locate the cart by clicking the **Shop** tab located on the left side menu. Then, select **My Carts and Orders** and then **View Carts**.



- You will be directed to the Cart Management page, where you will see any draft carts you currently have. To select a specific cart, click the link for the shopping cart under the **Shopping Cart Name** column.

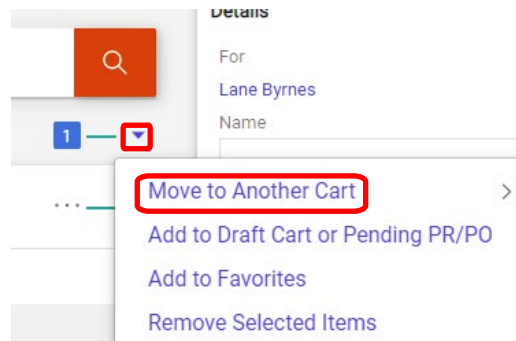
Type	Cart Number	Shopping Cart Name	Cart Description	Date Created	Total	Action
Normal - Returned	3209787	2021-05-18 bymeal 06		3/18/2021	26,012.50 USD	View
Normal	3227999	2021-09-30 bymeal 01		3/30/2021	200.00 USD	View
Normal	3238791	2021-04-06 bymeal 01		4/6/2021	0.00 USD	View
Normal	3244770	2021-04-12 bymeal 08		4/12/2021	14.54 USD	View

- You will be directed to the Shopping Cart page. Use the checkboxes to select the items to move to a different cart. When you select an item a ✓ will appear.

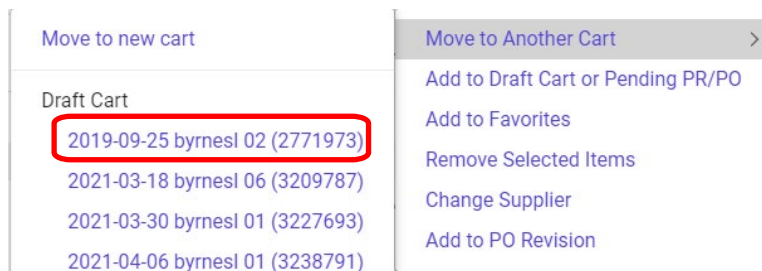
Ext. Price	
1,000.00	<input checked="" type="checkbox"/>
-100.00	<input type="checkbox"/>
1,000.00	<input type="checkbox"/>

Cart Management

4. After your line item(s) have been selected, click the dropdown arrow underneath the magnifying glass icon. In the menu that appears, select **Move to Another Cart**.



5. A list of your draft carts will appear. Select the cart you wish to move the items to. Please note that items with punchout/hosted catalog items cannot be moved to a cart where the purchase request form was used.



6. The item(s) will now be moved to the other cart. The page will refresh and you will be on the cart you just moved the item(s) from.