

## OVERVIEW

Shopping Carts represent items selected for purchase. They contain line items that represent goods or services being requested through BishopBuy.

## TYPES OF CARTS

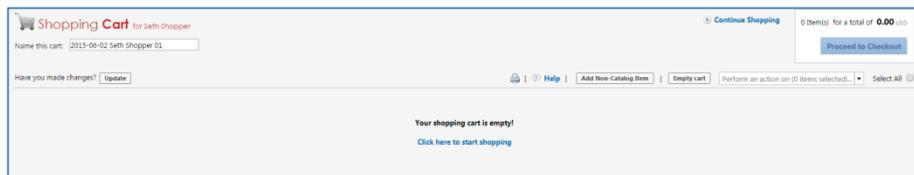
In BishopBuy, there are two different types of carts:

- The **Active cart** is the cart currently being worked on by the shopper. The total dollar amount of the active cart displays in the upper right corner of the screen. 
- Draft carts** represent items that have been selected, but not yet ready for purchase. If you leave a cart before submitting your order or assigning it, the cart becomes a draft cart.

## CREATING A NEW CART

You can have as many carts as you would like in BishopBuy. If you order items for different people or different departments, you can have a separate cart for each, if desired. To create a new cart:

- Hover over the  icon in the left navigation bar, then hover over **My Carts and Orders**, and then select **View Draft Shopping Carts**.
- Select **Create Cart**.
- The new cart is created, and you will see a screen similar to the one below.



Note: Use the Available Actions dropdown list to: add to Active Cart, Add to a New Cart or Copy to a New Cart.

## NAMING CARTS

All carts have a name created automatically by the system. However, to help you identify your shopping carts you can re-name them based on what's in the cart, a specific project or who requested the items. Renaming the cart will make it easier to locate this cart in the future. To change the cart name:

- Locate the **Name this cart:** field, located in the upper left portion of the cart as shown below.



- Update the cart name to something meaningful and click the **Update** button.

## RESUBMITTING A CART

If a cart is returned to the user by the system or an approver, you can edit and resubmit the cart.

- Click on the  icon in the left navigation bar, then click on **My Carts and Orders**, and select **View Draft Shopping Carts**.
- Locate your cart under **My Returned Requisitions**.
- Click on the Shopping Cart Name to edit your requisition and resubmit.

## COPYING A CART

There may be times that you need to copy a cart that you previously submitted. Instead of adding items to your cart each time, you can copy a previously submitted cart into a new cart.

- Click on Document Search  icon in the navigation bar on the left-side of the page, and then select **Search Documents**.
- Enter search criteria and search for the previously submitted cart.
- Click on the **requisition number** to open the requisition.
- From the **Available Actions:** drop-down menu, select **Copy to New Cart**, and then select **Go**.
- A new cart is then created with the items from the previously submitted cart. Now you can continue with the checkout process as you would for any other cart.

## DELETING A CART

- Hover over the  icon in the left navigation bar, then hover over **My Carts and Orders**, and then select **View Draft Shopping Carts**.
- Click the **Delete** button next to the cart to delete.

 **Important:** After selecting **Delete**, the system deletes the cart immediately! Once a cart is deleted, it is permanently removed, and it cannot be restored.