


OVERVIEW

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


TYPES OF CARTS

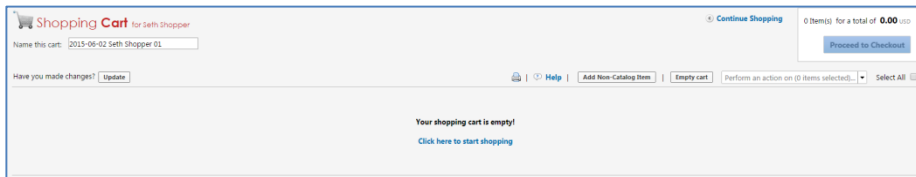
In BishopBuy, there are two different types of carts:

- 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.