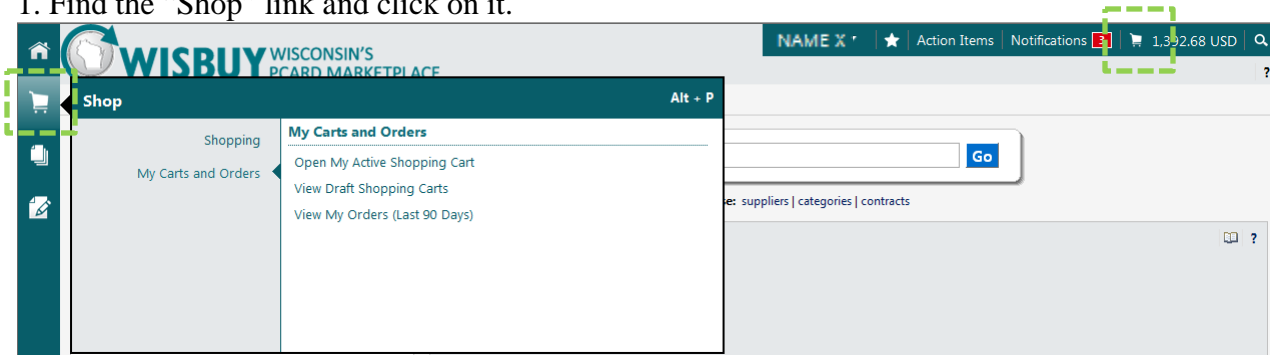


Working with Shopping Carts

Shopping Cart Overview.....1
 Active Cart Options.....3

Shopping Cart Overview

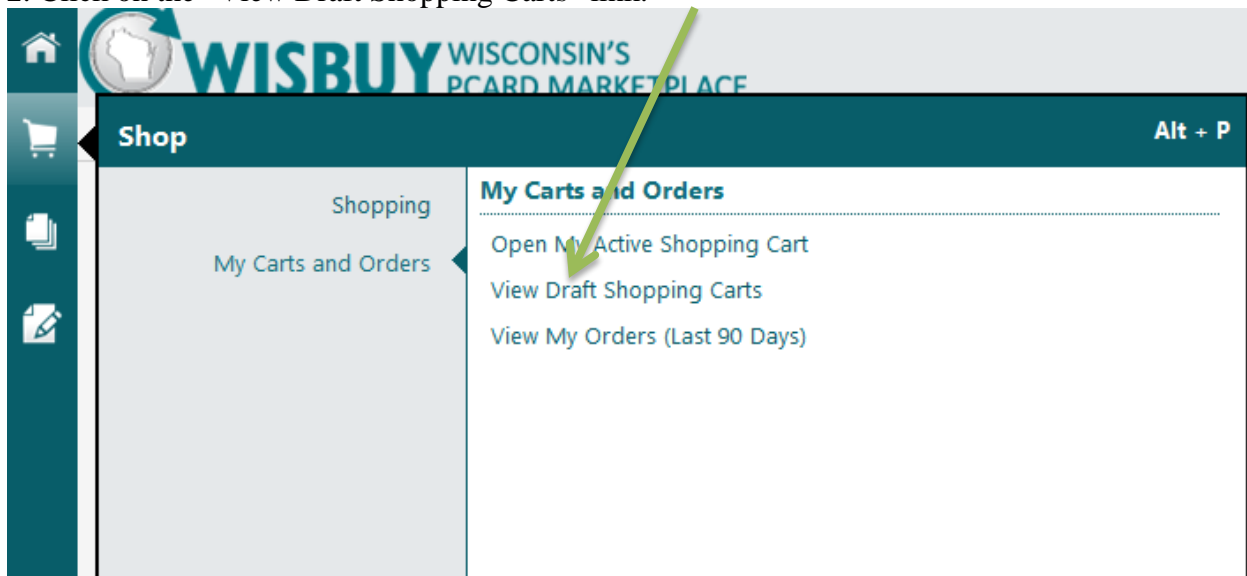
1. Find the “Shop” link and click on it.



There are three main types of carts in WISBuy:

- The **Active Cart**, which is the cart that the shopper is currently working on.
- The **Pending Carts**, which are the shopper’s “in-progress” carts or carts that are started, but not yet completed. A shopper may have as many Pending Carts as needed. Some common uses for pending carts would be: an easy way to split up multiple orders for multiple people at once or preparing an order ahead of time that the shopper is waiting to finalize.
- **Recently Checked Out Carts.** **Note:** Information concerning “Recently Checked Out Carts” is covered in the My Shopping History tutorial.

2. Click on the “View Draft Shopping Carts” link.



The list of carts contained in the “View Draft Shopping Carts” window contains both active and pending carts.

3. Click “Create Cart” to create a new cart or click on any cart to highlight it and make it the active cart.

Active Cart	Cart Number	Shopping Cart Name	Date Created	Cart Description	Total	Delete
<input checked="" type="checkbox"/>	1079013	2014-01-10 Billy B 04	1/10/2014		1,392.68 USD	Delete

4. Click on “Open My Active Shopping Cart” link.

Item	Unit Price	Quantity	Total
PARTS TRAY ORGANIZER PS Part Number: JXs2b2C EA Commodity Code: 175b4 Laboratory Supplies: Ashes/box Squares, Corks, Files, Glass Cutters, Ring Stands, Shop/vack Grease, Tonges, Wire Gauze, etc.	9.99 USD	1	9.99 USD
APG Office Furnishings Aeron work chair with non upholsered arms and adjustable lumbar supprt Part Number: AE111AWB Manufacturer Info: AE111AWB - (Herman Miller) Commodity Code: 42500 FURNITURE: OFFICE	656.76 USD	1	656.76 USD
Aeron work chair with non upholsered arms and adjustable lumbar supprt Part Number: AE111AWB Manufacturer Info: AE111AWB - (Herman Miller) Commodity Code: 42500 FURNITURE: OFFICE	656.76 USD	1	656.76 USD

It is always a good idea to update the name of the active shopping cart to something more meaningful.

5. Find the “Name this cart” field. Highlight the default name in the field and type something else. Click on the “Update” button below the “Name this cart” field.

Shopping Cart for NAME X

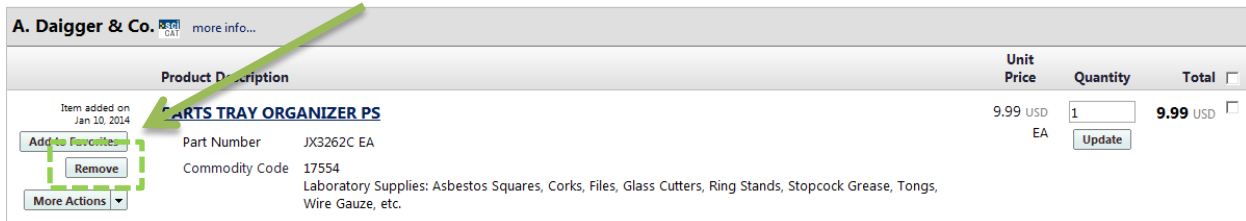
Name this cart:

Have you made changes?

Active Cart Options

An item can be deleted from the shopper's active cart in two ways:

1. Once an item has been added to the cart, click the "Remove" button located on the left hand side of the screen within the item row.

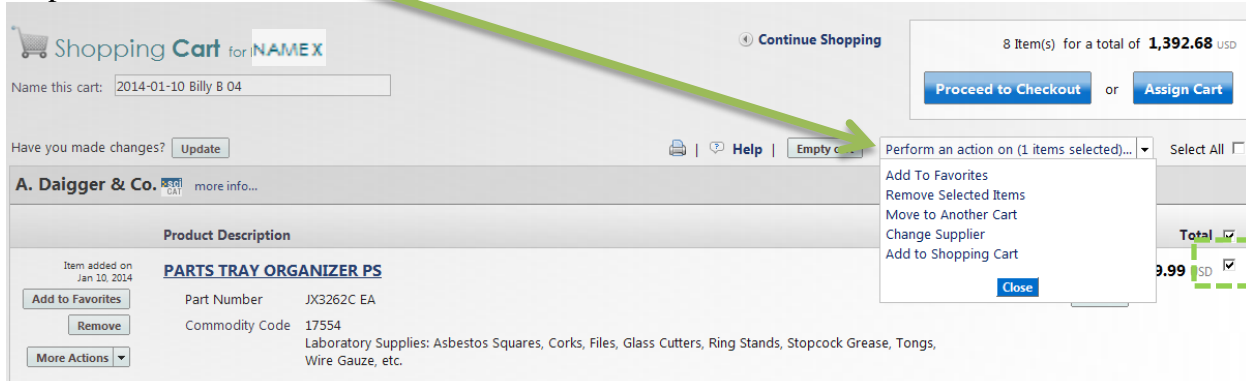


A. Daigger & Co. more info...

Product Description	Unit Price	Quantity	Total
Item added on Jan 10, 2014 PARTS TRAY ORGANIZER PS Part Number JX3262C EA Commodity Code 17554 Laboratory Supplies: Asbestos Squares, Corks, Files, Glass Cutters, Ring Stands, Stopcock Grease, Tongs, Wire Gauze, etc.	9.99 USD EA	1 <input type="text"/> <input type="button" value="Update"/>	9.99 USD <input type="checkbox"/>

Buttons: Add to Favorites, Remove, More Actions

2. Select the item by clicking the check box located at the right hand side of the screen. Click on the "Perform an Action on the (1 Items Selected)" and select "Remove Selected Items" from the drop down box.



Shopping Cart for NAMEX Continue Shopping

8 Item(s) for a total of **1,392.68 USD**

or

Have you made changes?

A. Daigger & Co. more info...

Product Description	Unit Price	Quantity	Total
Item added on Jan 10, 2014 PARTS TRAY ORGANIZER PS Part Number JX3262C EA Commodity Code 17554 Laboratory Supplies: Asbestos Squares, Corks, Files, Glass Cutters, Ring Stands, Stopcock Grease, Tongs, Wire Gauze, etc.	9.99 USD EA	1 <input type="text"/> <input type="button" value="Update"/>	9.99 USD <input checked="" type="checkbox"/>

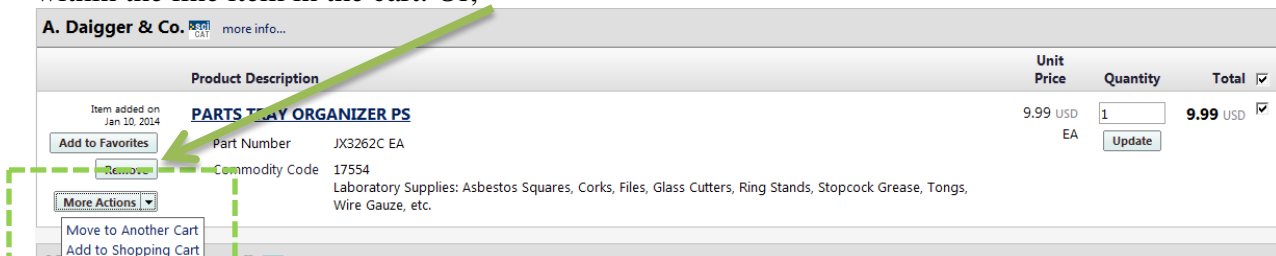
Buttons: Add to Favorites, Remove, More Actions

Perform an action on (1 items selected)... Select All

- Add To Favorites
- Remove Selected Items
- Move to Another Cart
- Change Supplier
- Add to Shopping Cart

An item can be moved between carts in two ways:

1. Click the drop down box next to "More Actions" located on the left hand side of the screen within the line item in the cart. Or,



A. Daigger & Co. more info...

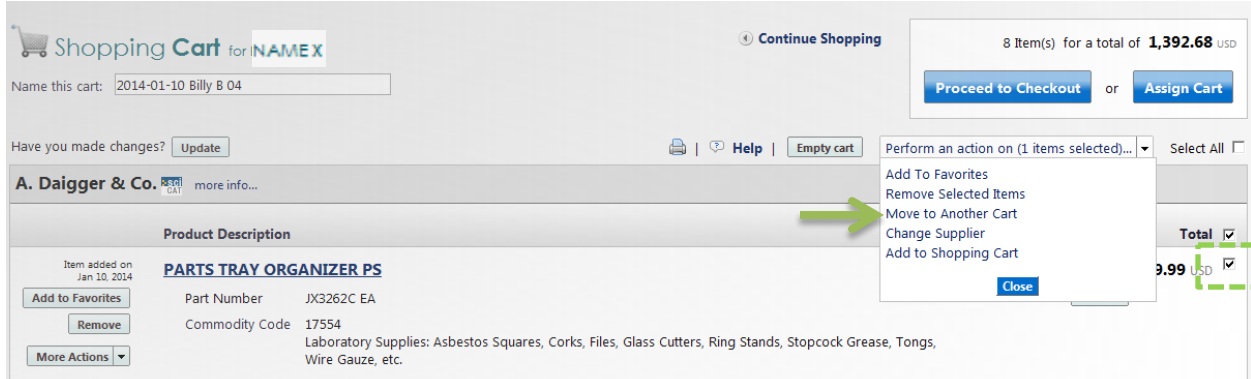
Product Description	Unit Price	Quantity	Total
Item added on Jan 10, 2014 PARTS TRAY ORGANIZER PS Part Number JX3262C EA Commodity Code 17554 Laboratory Supplies: Asbestos Squares, Corks, Files, Glass Cutters, Ring Stands, Stopcock Grease, Tongs, Wire Gauze, etc.	9.99 USD EA	1 <input type="text"/> <input type="button" value="Update"/>	9.99 USD <input checked="" type="checkbox"/>

Buttons: Add to Favorites, Remove, More Actions

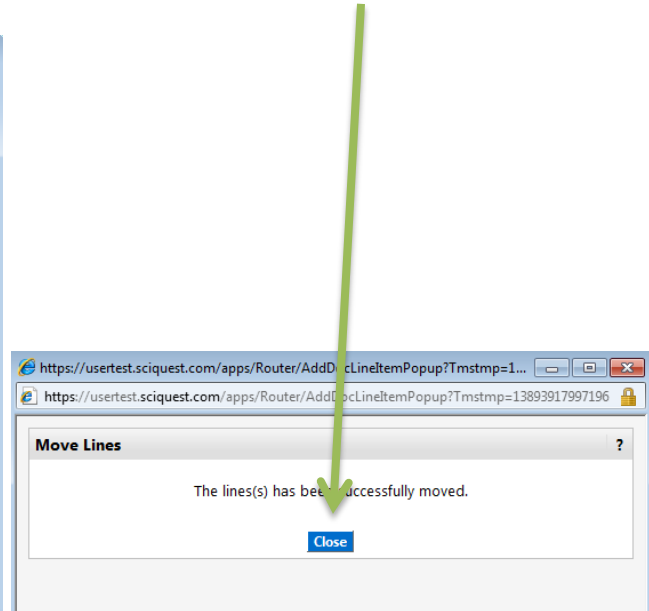
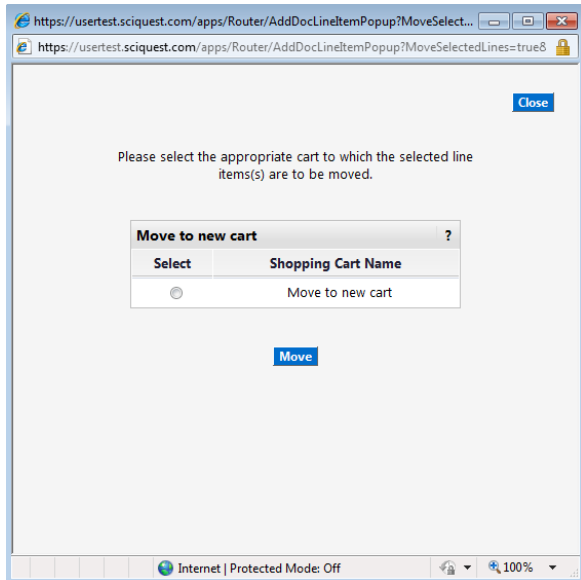
More Actions

- Move to Another Cart
- Add to Shopping Cart

2. Select the item by clicking the check box located at the right hand side of the screen. Click on the “Perform an Action” on the (1 Items Selected)” and select “Move to Another Cart” from the drop down box.



3. A popup window titled “Move to a New Cart” will appear. Select “Move to New Cart” or select the name of the desired cart and click “Move”. Once the item has been moved, you will receive notification that “The line(s) has successfully moved.” click “Close” to dismiss the window.



An entire shopping cart can be easily emptied or deleted:

1. Select the desired cart and click the “Empty Cart” button located below and to the left of the “Proceed to Checkout” button. Click “OK” to confirm the action to empty the contents of the cart.

Shopping Cart for Billy Boy

Name this cart: 2014-01-10 Billy B 04

7 Item(s) for a total of **1,382.69 USD**

Buttons: **Proceed to Checkout** or **Assign Cart**

Have you made changes? Perform an action on (0 items selected)... Select All

Product Description	Unit Price	Quantity	Total
Aeron work chair with non upholsered arms and adjustable lumbar supprt Item added on Jan 10, 2014 Add to Favorites Remove More Actions Part Number: AE111AWB Manufacturer Info: AE111AWB - (Herman Miller) Commodity Code: 42500 FURNITURE: OFFICE	656.76 USD EA	1	656.76 USD
Aeron work chair with non upholsered arms and adjustable lumbar supprt Item added on Jan 10, 2014 Add to Favorites Remove More Actions Part Number: AE111AWB Manufacturer Info: AE111AWB - (Herman Miller) Commodity Code: 42500 FURNITURE: OFFICE	656.76 USD EA	1	656.76 USD
Supplier subtotal			1,313.52 USD

2. To delete a shopping cart, click on the “View Draft Shopping Carts” link. Find the cart to delete and click the “Delete” button on the right hand side of the page.

View Draft Shopping Carts

My Drafts

Active Cart	Cart Number	Shopping Cart Name	Date Created	Cart Description	Total	Legend
	1078013	2014-01-10 Billy B 04	1/10/2014		1,382.69 USD	Delete
	1078111	2014-01-10 Billy B 05	1/10/2014		9.99 USD	Delete

This concludes the lesson on Working with Shopping Carts in WISBuy. For further assistance, please contact doawispro@wisconsin.gov or visit the website.