Managing Carts
Quick Reference Guide

OVERVIEW

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

TYPES OF CARTS

In ObieBuy, there are two different types of carts:

- The **Active cart** is the cart currently being worked on by the user. The total dollar amount of the active cart displays in the upper right corner

  of the page.
- **Draft carts** represent items that have been selected, but not yet ready for purchase.

CREATING A NEW CART

You can have as many carts as you want in ObieBuy. If you order items for different people or different departments, then you can have a separate cart for each. To create a new cart:

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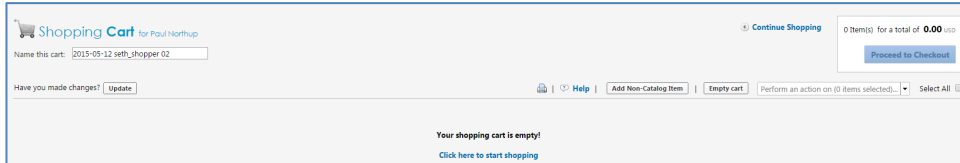

NAMING CARTS

All carts in ObieBuy have a name created automatically by the system. The format for the default cart is today's date, followed by your user name, and an incremental number. For example, a default cart name could be *2015-05-12 seth_shopper 01*.

You can rename the cart to something more meaningful. For example, you can change the cart name to include the project name or the items being ordered. Renaming the cart will make it easier to locate this cart in the future should you ever have to search for it.

To change the cart name:

1. Locate the Name this cart: field, located in the upper left portion of the cart as shown below.
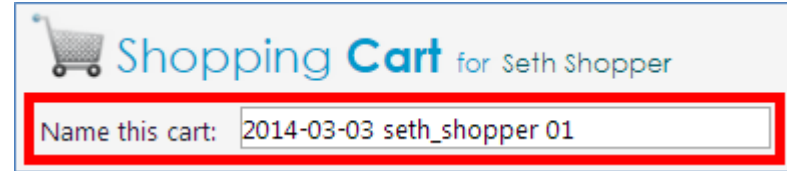
2. Update the cart name to something more meaningful. Some examples might include *IT Order* or *New Employee Standard Computer*.
3. Click the Update button after making all changes.

RESUBMITTING A CART

There may be times that you need to resubmit a cart that you previously submitted. For example, you may place the same office supply order each month, so instead of having to add the items to your cart each time, you can copy a previously submitted cart into a new cart.

1. Navigate to Document Search by hovering over the icon in the navigation bar on the left-side of the page, and then select Search Documents .
2. Enter search criteria and search for the previously submitted cart.
3. Click on the **requisition number** to open the requisition.
4. From the Available Actions: drop-down menu, select Copy to New Cart , and then select Go .
5. A new cart is the 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

1. Hover over the icon in the left navigation bar, then hover over My Carts and Orders , and then select View Draft Shopping Carts .
2. 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.