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.
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.

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.

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.
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4. 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.

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

6. 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.
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7. Enter a note in the Note To Assignee field if desired. Otherwise, click Assign to assign your cart.

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

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.
3. 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**.

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

**Transferring Items to Another Cart**

1. 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**.

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.

3. 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.
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**.

![Dropdown menu with options](image)

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.

![List of draft carts](image)

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.