How to Share a Shopping Cart

Shared cart can be very useful in a lab setting or in an office setting where multiple people buy from the same supplier (e.g. Today’s Business Solutions). Contact your Department Allocator to set-up Shared Cart Groups for your department.

Click on your cart or start shopping. If your user name or ordering department code has been set-up in “shared cart user groups” then you will see the “Share cart” check box. (If you are a Shopper only you will not see all of the fields you see in the screen shots below but you will see Share cart.)

Check the box next to Share cart. If you are a member of more than one group a drop down menu will appear.

Click on the drop down arrow. Select the group you want to share this cart with.

Click on the box next to Share cart.
Clicking on “View Members” will list all the users who can view and edit this cart. An email can be sent to this group to let them know a cart is available for them to add their items to. When you click on “Email this group” an email will populate with all the email address using your local email application.
Fill out all the pertinent information on this screen. As you can see there are items in the cart for Today’s Business Solutions LLC and the cart is locked. When you finish updating and adding items to the cart click “Update and Unlock”.

Click “Update and Unlock” when finished with updates. This will save what has been done and will allow others in the group to add items.

If for some reason you stop working on this cart after fifteen minutes of inactivity your cart will be updated, if applicable, and unlocked automatically. If you still need to work on the cart then click on the “Lock to Edit Cart”. If you punch-out to a catalog from the cart the cart will lock automatically and remain locked until you return to AggieBuy.

Click “Lock to Edit Cart” when you need to add items or enter information.
When it is decided to submit the cart the user submitting it will need to click “Lock to Edit Cart” to prevent other users from adding items while the cart is being submitted. The user submitting the cart becomes the “Prepared by” user and his or her name will automatically be added to the field after the cart is submitted. The “Prepared for” user will be the cart’s original creator unless the submitter selects a different user, and the cart/requisition will route to the Department Allocator associated with the “Prepared for” user’s “Ordering Department”, just like carts/requisitions do when they are not shared.

The user submitting the requisition will also need to make sure everything is filled out including shipping and accounting codes.

**NOTE:** This button will show either “Lock to Edit Cart” or “Update and Unlock” depending on where you are in the process.

To change the Prepared for user: Click on “Select a different user”. Type in users Last Name and click “Search”. Select the user you are looking for.
To Find a Shared Cart

If you are the creator of the cart it will show up in your draft carts under “My Drafts”. All Shared carts will have this icon.

If you click on the cart while locked it shows you who is working on it.

If you are not the creator you will find the cart under “Drafts Shared With Me”.

To add items to a shared cart click on the Shopping Cart Name. This will bring up the shared cart.
Click on the “Lock to Edit Cart”. Then enter your non-catalog or select your catalog items.

Click “Lock to Edit Cart” when you need to add items or enter header information.
Another nice feature lets you see who added which items by clicking on “view cart history”.

You can see that Cindy Gillar started the cart and shared it. Then Training Shopper1 added a few items. Extensive “histories” may be filtered by date and/or one of four available action options by clicking the “filter history” button.