BRYNMAWR | E-MARKET

Shopper Cart Assignee Checkout

Locate and Open

- 1. Cart assignees will receive an e-mail with a subject of *A shopping cart has been assigned to you* for each cart that has been assigned.
- 2. Login to E-Market.
- 3. From the *Shop* menu icon, hover over *My Carts and Orders* then click *View Carts* or if you previously bookmarked *View Carts* navigate to it from [♥] (*Bookmarks*).

â	BRYN MAWR E-MARKET	
	Shop & Shopping & Shopping Home	
)	Shop (Alt+P)	Open My Active Shopping Cart
1	Shopping	View Carts
	My Carts and Orders	View My Orders (Last 90 Days)

4. You will be on the *Cart Management* page.

â	Home	BRYN MAWR E - MAR	KET		All 👻 Se
		Shop 🕨 My Carts and Orders 🕨 Vi	iew Carts 🕨 Draft Carts		
1	Shop	Cart Management			
Í (Orders		and Carte		
Õ	Contracts	Filter Draft Carts			
血	Accounts Payable	Type △	Shopping Cart Name 🗠	Cart Description	Date Created
101	Suppliers	Normal Act	tive 2020-03-09 dmacintosh 01		3/9/2020

5. Click on *Draft Carts*, under *Shopping Cart Name* click the shopping cart you want to open in blue.

Draft Carts Assig	ned Carts				
Туре 🗠	Shopping Carcivanie 👄	Cart Description	Date Created	Total 🗠	Action
Normal	Active 2020-03-10 dmacintosh.shopper 01		3/10/2020	23.75 L	SD View 🔻

6. The opened cart will become your active shopping cart. Click Proceed to Checkout

Shopping Cart • 1757835 👻						=	🖶 Return Cart Assign Cart	Proceed To Checkout
Simple Advanced							Details	Ú,
Search for products, suppliers, forms, part number, etc.						٩	For Donna MacIntosh	
4 Items							2017-01-26 dmacintosh.shopper 01	
Office Depot · 2 Items · 15.22 USD						… 🗆	Estimate (18 55 USD)	``````````````````````````````````````
SUPPLIER DETAILS 📕 🎫 💴							Launate (10100 000)	,
Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price			
1 Pilot G-2 Retractable Gel Pens, Bold Point, 1.0 mm, Clear Barrels, Blue Ink, Pack Of 12	207037	12 Dozen	13.53	1 Dozen	13.53	… 🗆		

 The Summary page opens. A Requisition number is assigned and appears at the top of the screen. Requisition • 1757835

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8. In the *Accounting Codes* section, review BMC account number (Fund-Account Code-Dept-Project) for accuracy. If updates are needed, click ✓.

Requisition -: 2929054						۵ 🖨
Summary Taxes/S&H PO Preview	Comments Attachments History					
General	/ ··· Shipping	<i>j</i> * •••	Billing	1 >	Draft	
	, - g	*			Correct these issues. You are unable to proceed until addressed.	*
Accounting Codes				× •••) •	Required: BMC - Account Code	
BMC - Fund	BMC - Account Code	BMC - Dept	BMC - Project	\sim	Total (10.77 USD)	~
1 Unrestricted	no value Required	01310 Controller's Office	99999 Project Default		Subtotal	10.77
					Shipping	0.00
Internal Notes and Attachments		External Notes and Attachment	ts	<i>y</i> v		10.77

 The *Edit Accounting Codes* window will appear. Update account parts or add splits if needed by clicking on the +. When finished, click Save Values.

und * 🚡	BMC - Account Code *	BMC - Dept *	BMC - Project	
ť	51701	c 01310 - Controller's Office		

10. If you would like to add/change any other information in the cart, i.e., shipping address, click in that section, change the information, then click Save.

Summary Taxes/S&H PO Previ	ew Comments Attachments History		
General	🖋 🚥 Shipping	···· Billing	1
Accounting Codes			j

11. When finished, click Place Order. The after-checkout process is the same as when you place your own order. When the shopper physically receives the item(s), they should send you the packing slip so you can create the quantity receipt.

