

Reference

# Guide

### **Adding Comments to Carts**

#### In This Guide

✓ Adding comments to carts

Adding attachments in the comments



#### Procedure

1. In the navigation bar on the left, hover over the Shopping Cart icon  $\rightarrow$  My Carts and Orders and select View Carts.

â					All 🔻	Search (Alt+Q)	a 0.00 USD 👻	♡ 🗳 🛃
1	Shop (Alt+P)	Open My Active Shopping Cart						
íc	Shopping	View Carts View My Orders (Last 90 Days)	d search i fa	Vorites   forms   quick order	Browse: suppliers   categorie	Go		
<u>ç</u>	My Carts and Orders Admin	•	buenline .		Source, suppliers rearegoin			[Manage Showcases]
-182	Shopping Settings		supplies					
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<b></b>			N	Reference Comment	BEIENTIFIC	HENRY SCHEIN*	abcam	Cell Signaling

#### 2. Click the cart name to make it your active cart.

*					All 🔫	Search (Alt+Q) Q	325.40 USD	. 🗢		<b>1</b>		
	Shop 🕨 My Carts and Orders 🕨	View Carts + Draft Carts										
	Cart Management						Create C	art ?				
6	Draft Carts H Assigned Carts											
Q.	> Filter Draft Carts											
-25	Туре 🗠	Cart Number 🗠	Shopping Cart Name	Cart Description	Date Created	Total 🗠		Action				
հե	Normal	3337767	2021-09-13 pdefou 06		9/13/2021		3,337.18 USD	View 💌				
	Normal	3362001 Active	Printer Paper		10/18/2021		325.40 USD	View 💌				
<b>8</b> 2	Normal	3362020	2021-10-18 pdefou 02		10/18/2021		0.00 USD	View 💌				

#### 3. Click the **Proceed to Checkout** button.

*							All • Sear	ch (Alt+Q) 325.40	USD 👻 🗢 🏴 🔺 👤
-	Shopping Cart • 3362001 •							Assig	n Cart Proceed To Checkout
6	Simple Advanced							Details	~
<u>e</u>	Search for products, suppliers, forms, part number, etc.						Q	For Patrick Defourneaux	
-125	1 Item							Name	
որ	Office Depot · 1 Item · 325.40 USD							Printer Paper	
് ന	SUPPLIER DETAILS  Need to make changes? MODIFY ITEMS   VIEW ITEMS Item(s) was retrieved on: 10/18/2021 2:25:43 PM  Office Depot(R) Brand White Copy Paper, Letter Size (8 1/2 x 11), 20 Lb, Ream Of 500 Sheets, Case Of 10 Reams							Estimate (325.40 USD) Subtotal Shipping	~ 325.40 0.00
	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price		Handling	0.00
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	ITEM DETAILS								

## Adding Comments to Carts

4. Select the **Comments** tab. You can choose to show comments for the Requisition, Purchase Order, or Both. Then select the "Plus sign"

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F	Requisition • 3362001 •		Assign Cart Submit Requisition
	Summary Taxes/S&H PO Preview Comments History		
	Records found: 0	Show comments for All +	Draft  Be aware of these issues.
	No comments have been added	Purchase Order	Empty: EMERGENCY COVID_19 FIELD and Hurricane IDA_21
		т	Total (325.40 USD) V
		s	Subtotal 325.40
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			Handling 0.00
			325.40

5. Type your comments in the provided text box.

谷	All ▼ S	jearch (Alt+Q) 325.40 USD 📜 🌣 🎑	1		
	Requisition • 3362001 •	Assign Cart Submit Requisition			
12	Summary Taxes/S8H PO Preview Comments Attachments History				
0	Records found: 0 Show comments for Requisition • +	Draft           A         Be aware of these issues.         ~           You may review and proceed.         ~			
-25 11.	ADD COMMENT	Empty: EMERGENCY COVID_19 FIELD and Hurricane IDA_21			
ക	Printer Paper for November This will add a comment to the document.	Total (325.40 USD) V			
~	Attach file (optional) Attachment Type 💿 File 🔿 Link/URL	Subtotal 325.40 Shipping 0.00			
Ψ.	File Name 974 characters remaining expand I clear	Handling 0.00			
	File Choose File Upload your file	325.40			
	No comments have been added	What's next for my order?			

- 6. Attachments can be optionally added in this window.
- 7. Click the "Check Mark" to complete.

You have successfully added a comment to your cart.