

Reference

Guide

Adding Comments to Carts

In This Guide

✓ Adding comments to carts

Adding attachments in the comments

This guide demonstrates how to add comments to your cart. Comments are only visible internally. Attachments in the comments section will appear as internal attachments. This feature can be used to add comments to requisitions and purchase orders, regardless of their status in the approval process.

Quick

Procedure

1. Access your listing of carts by selecting the **shopping carts** icon from the navigation bar on the left side of the screen within **BUY-U**.

	ñ	Buy & U				Test Requester 🔻 🛛 🖈 🛛 Action Items	s Notifications 📮 0.00 USD 🔍
d		Shop		Alt + P			1
		Product Quick Search Shopping My Carts and Orders View My Active S View My Carts and Orders View My Orders (J ers opping Cart ng Carts ast 90 Days)		der Browse: suppliers categories contract	Go	
	<u>ش</u>	Admin	🔆 Aşinet Technologies	BIORAD	E State Contract # 408599	۲ reement #632, 503 S3550 S3550	2 SIGMA-ALDREH
			Thomas Scientific				

*Requesters can navigate to assigned carts from the homepage. Go to Action Items \rightarrow Carts Assigned to me.

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

ñ	Buy *U					Test Requester 🔻 🛛 ★ 🛛 Action	Items Notifications	🗎 0.00 USD 🛛	a
1	Shop / My Car	ts and Orders / View Draft Sh	opping Carts 🗢 🖌 Shopping Cart - Drafts						?
	Create Cart								
1	Drafts Assigne	ed To Me						egend ?	
-	Active Cart	Cart Number	Shopping Cart Name	Date Created	Cart Description	n Total		Delete	
ш		40670856	Computer	6/18/2013		1,315	5.46 USD	Delete	
	िल	40792753	Projectors	6/21/2013		4,740	0.00 USD	Delete	
	Max Durafas Ass	inned to Others						enend 3	
	Wy Dratts Ass	igned to others						egena r	
	View Cart	Cart Number	Shopping Cart Name	Date Crea	ted Assigned To	Total	Un	assign	
	a	40714638	🖙 2013-06-19 sciqreq1 03	6/19/2013	Carol Wandersee	5,102.0	3 USD Ur	nassign	

3. Click the Proceed to Checkout button.

ñ	Buv*U			Test Requester 🔻 🛛 ★ 🛛 Actio	on Items Notific	ations 🐂 0.00 USD	٩
~	Canada and						?
	📜 Shop / My Carts and Orders / Open My Active Shopping Cart 🗢	/ Cart - 40670856 - Draft Requisition					
	Shopping Cart for Lau Sciqshop Return	art	Continue Shopping	9 1 Iter	m(s) for a tota	al of 1,315.46 U subtotal: 1,315.46 U	SD ISD
1	Name this cart: Computer			estimate	d tax, shipping &	handling: 0.00 U	5D
ħ	Share my cart with others			Proceed to Ch	o	Assign Cart	
	Have you made changes? Update		🚔 🖓 Help Empty cart	Perform an action on (0	items selected) 👻 Select All	
	Dell(0004943) more info						
	The item(s) in this group was retrieved from the supplier's well	site. What does this mean?					
	You can no longer access this item(s) on the supplier's website Line(s): 1	e. What does this mean?					
	Product Description			Unit Price	Quantity	Total	
	Item added on Jun 23, 2013 OptiPlex 9010 MT;OptiPlex 9010 M	Ainitower w/ Standard PSU 🔶		1,315.46 USD	1	1,315.46 USD	
	Remove Part Number 225-2583			EA			
	Manufacturer Info 225-2583 - (Dell)						
	Commodity Code 180 - IT Hardware	-					



4. Select the **Comments** tab and click the **Add Comments** button.

		- 130
*	Test Requester 🗸 🖈 Action Items Not	ifications 🛛 🍹 0.00 USD 🗍 🔍
	gartinge	?
	🗑 Shop / My Carts and Orders / Open My Active Shopping Cart 🗢 / Comments - 40670856 - Draft Requisition	
٩	🗢 General 🗢 Addresses 🗢 Approvals 🗢 Accounting Codes 🗢 Internal Notes and Attachments 🗢 External Notes and Attachments 🔍 Final Review	Submit Requisition
1		Assign Cart
f	S Return to shopping cart	Continue Shopping
	All done! The required information has been completed and this request is ready to be submitted.	
	Once you have reviewed the details, you may continue by clicking the button at the top of the page.	
	Requisition PR Approvals Comments Attachments History	
		🖨 ?
	Add Comment	
	Records found: 0	?
	R No comments have been added	

5. In the resulting pop-up window, type your desired comments in the provided text box.

Comments cannot be deleted or edited after they are added.

Be careful about what you type

Add Comment		? X
This will add a comment to	the document.	
		^
		-
1000 characters remaining		expand clear
Attach file to this document	: (optional):	
Attachment Type	File 💌	
File Name		
File	Browse	
	Add Comment Cancel	

- 6. Attachments can be optionally added in this window. Files attached in the **Comments** section will be added to the **Internal Attachments** section of the requisition.
- 7. Click the **Add Comment** button.

You have successfully added a comment to your cart.