Chapter 2 – Shopping

Shopping Cart

*Note: To advance from slide to slide press your **Page Down** key
Or the right button on your mouse*
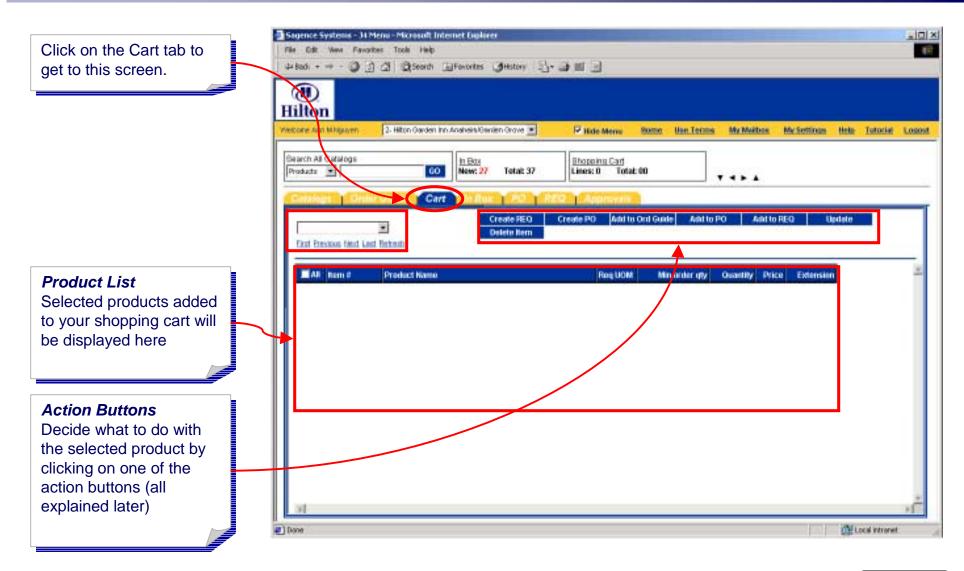
- The Shopping Cart Tab
- Moving Products into your Shopping Cart
- Purchasing from the Shopping Cart

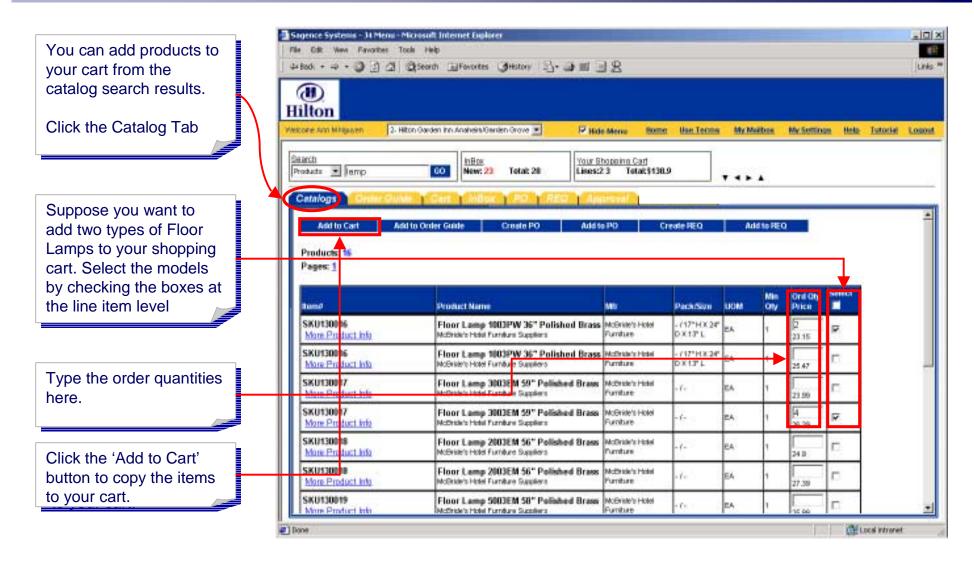# Shopping > Shopping Cart > The Shopping Cart Tab

Click on the Cart tab to get to this screen.

Product List
Selected products added to your shopping cart will be displayed here

Action Buttons
Decide what to do with the selected product by clicking on one of the action buttons (all explained later)

Shopping > Shopping Cart > Moving Products to the Cart

You can add products to your cart from the catalog search results.

Click the Catalog Tab

Suppose you want to add two types of Floor Lamps to your shopping cart. Select the models by checking the boxes at the line item level

Type the order quantities here.

Click the 'Add to Cart' button to copy the items to your cart.
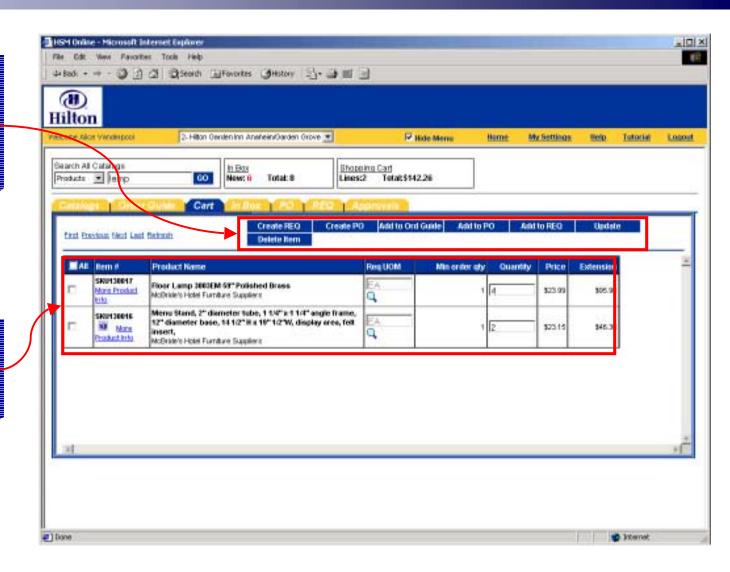
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Shopping > Shopping Cart > Moving Products to the Cart

Action Buttons
Decide what to do with the selected product by clicking on one of the action buttons (explained later)

The 2 products you selected have now been added to your cart.

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Shopping > Shopping Cart > Purchasing Products from the Cart

Action Buttons
The action buttons let you create or add to Purchase Orders and Requisitions
You can also clean out your shopping cart with the 'Delete Item' button, which will affect all selected items (the items will not be deleted from the product catalog)

Select the product you want to purchase by checking the box and then click the corresponding action button

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