Quick Reference Guide

Adding Items to a Retrieved Cart

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This guide demonstrates how to add items to a retrieved cart. Adding items to a retrieved cart is useful when attempting to maximize bulk purchasing discounts or minimize shipping expense.

Note that adding items to a retrieved cart removes the shopper as the cart owner. The Requester will become the cart owner and the shopper will lose cart visibility.

Procedure

1. From the LSU GeauxShop homepage, access your listing of assigned carts by clicking the Action Items link in the top navigation bar.

2. Click Carts Assigned to me to retrieve the list.

3. Click the desired cart name to retrieve the cart.

4. The retrieved cart is now the active cart and items can be added by using the same methods utilized in a standard shopping experience.

You have successfully retrieved a cart and added items.