Shopping

- If you **don't have any** draft shopping carts, or would like to **shop with your active shopping cart**, start shopping by choosing one of the methods on page 2 to find products.

- If you already have an active shopping cart but want to **start a separate shopping cart**:

  1. Click on the shopping cart icon on the left side of the screen.
  2. Click on My Carts and Orders.
  3. Choose View Draft Shopping Carts.
  4. Click on the Create Cart button above the list, on the left.
  5. Rename the cart, if you'd like, and click the Update button.
  6. Click on “Click here to start shopping” in the center of the page.
  7. Choose a method from page 2 to find products. (No need to navigate to the AggieBuy home page.)
Choose one of these methods to find products

- Use the **Product Search** section on the AggieBuy home page to search across all hosted catalogs. Advanced Search enables searches on multiple criteria. Quick Order enables searches by SKU. To search a specific supplier’s catalog, enter the supplier name in Advanced Search or click on Suppliers in the Browse section.

- To search for products in a punch-out site, click on one of the links in the **Punch-out Suppliers** section on the AggieBuy home page:

<table>
<thead>
<tr>
<th>Punch-out Suppliers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computing, Software, and Electronics</td>
</tr>
<tr>
<td>CDW-G</td>
</tr>
<tr>
<td>Dell</td>
</tr>
<tr>
<td>Main Street Technologies (HP)</td>
</tr>
<tr>
<td>SHI International</td>
</tr>
<tr>
<td>Furniture</td>
</tr>
<tr>
<td>Steelcase</td>
</tr>
<tr>
<td>Lab Essentials</td>
</tr>
<tr>
<td>Fisher Scientific</td>
</tr>
<tr>
<td>Sigma Aldrich</td>
</tr>
<tr>
<td>VWR International</td>
</tr>
<tr>
<td>Maintenance, Repair and Operations</td>
</tr>
<tr>
<td>Grainger</td>
</tr>
<tr>
<td>Oligos and Sequencing</td>
</tr>
<tr>
<td>Integrated DNA Technologies</td>
</tr>
</tbody>
</table>
- Click on the **shopping cart icon** on the left side of the page.

- Use a shortcut to items you’ve designated as **Favorites**. Find a shortcut:
  - In the Product Search section of the home page
  - In the Shop window by clicking on the shopping cart icon on the left side of the page.

**Narrow the list of search results by one of these methods**

- **Filter** results using filters on the left side of the page.
- **Sort** results by choosing a sort method from the drop-down menu at the top of the list.

![Sort by: Best Match](image)

- **Compare** selected items: For each item you’d like to compare, click “compare” on the right side of the listing, then click the “Compare Selected” button above the right side of the list.

![Page 1 of 36](image)

- **Find out more** about an item by clicking the name of the item.

![Add to Cart](image)
Once you’ve found the item you want:

- **Make it a Favorite**, if you’d like, by clicking “add favorite” under the Add to Cart button on the right.

- **Add it to your active shopping cart** by clicking the Add to Cart button. If you’d like to add it to a cart other than the active cart, click the down arrow next to the Add to Cart button and choose Add to Draft Cart or Pending PR/PO. A window will open allowing you to choose a cart.

Once you’re done shopping:

- **Review your cart** by clicking “view cart” under the Add to Cart button of the last item you added,

or by clicking on the cart icon at the top right of the screen.
- **Make any changes** by using the options to the left of each line item or by typing into editable fields.

After making changes, click the **Update** button for the line item or at the top of the list.

- If you’ve been set up to *share shopping carts with others*, you can put a check in the “Share my cart with others” box, then choose from your list of options.

- If you’re a Window Shopper and would like to **assign your cart** to someone else for submission, click “Assign Cart” at the top of the page and choose your assignee.

- Until the cart is submitted, you have the option of **unassigning** it by viewing it in your list of draft shopping carts and clicking the Unassign button to the right of the cart listing.
To create and review your requisition:

- Click on the **Proceed to Checkout** button at the top of the page.

- In the **Final Review** screen, the menu on the left under Requisition shows applicable sections with a gray or green check mark. **Please note:** A green check mark may appear for a section that has not yet been completed, if that section is not always required.

If a required section has not been completed, a gray check mark will appear and an error message will show at the top of the page.

⚠️ **Almost ready to go! The list below needs to be addressed before the request can be submitted.**
- Required field: Commodity Code (Line 1)

Review each section and **enter required information or make changes.**

To make a change for the **entire order**, click “edit” in the appropriate section in the Final Review screen.

To make a change for an **individual line item**: Navigate to the appropriate section using the links on the left, viewable by expanding “Requisition,” then click the “edit” button in each line item section.

**NOTE:** Click on Final Review, under Requisition, at any time to return to the Final Review page.
Requisition Screen Sections

**Shipping:** Ship To address and Delivery Options.

**Payment: Chart of Accounts:** Account code(s) for the entire order or individual line items. In either case, you can click "add split" to split the entire order or individual line items between multiple account codes. If you've set up account code favorites (including splits) in your Profile, they'll be available in the drop-down menu at the top of the window.

**General:** Here you can change the cart name, change the person the cart was prepared for, add a note to all the suppliers on the order or to individual suppliers related to line items, or add an RUA number.

**Capital Asset(s):** Capital asset information can be added by the requester or by the fiscal approver.

**Internal Notes and Attachments:** These notes can be seen by all users, but not suppliers.

**Supplier Information:** This screen is for information only and doesn't enable edits.

**Taxes, Shipping & Handling:** For individual line items, changes can be made to the percentages used for Sales Tax, Use Tax, Shipping, and Handling.

**Final Review:** Use this link at any time to return to the Final Review page.

**Comments:** Shows comments added to the order. These are also captured in the order’s History. Click on Add Comment if you’d like to add a comment or attach a file to the order.

**Attachment Overview:** Click to open a list of attachments. Attachments can be copied to a new cart by clicking on the down arrow next to Document Actions.

**PR Approvals:** Opens a workflow chart showing the sequence of completed and scheduled approvals.

**PO Preview:** Shows line items to be included on the PO. Note that the numerals in front of each item do not designate the number of units. The number of units can be found in the Quantity field.
To submit your order

- Click the **Place Order** button at the top of the page. Your order has now entered the approval process.

- If you decide to withdraw the requisition before it becomes a PO, open the requisition page and click “Document Actions” at the top of the page. Choose “Withdraw Entire Requisition” from the menu.

- If you decide to withdraw an individual line item before the requisition becomes a PO, open the requisition page, scroll down and select the item, then click “Select Line Item Actions” at the top of the list of line items. Choose “Withdraw Selected Items” from the menu.