CART OPTIONS

Once you have filled your cart and before you **Proceed to Checkout** or **Assign Cart,** you have several options.

1. You can name the cart. If you are assigning the cart this would be a good way to let someone know the reason for the purchase.
2. You can continue shopping, which will take you back to the home page by clicking on **Continue Shopping** in the upper right hand of the cart. You can then go into the same catalog again, or go to **Non-Catalog item** to add another item to the cart.
3. If you'd like to add a non-catalog item to the cart you may do so by clicking **Add Non-Catalog Item**. This will open up the **Non-Catalog Item** form. If you add a non-catalog item to a catalog cart then the entire requisition will go to a buyer.
4. You can empty the cart by clicking **Empty Cart**.
5. To print the cart click the printer icon.
6. Help is available by clicking **Help**.
7. The quantity can be changed on a non-catalog order. Simply click on quantity and type your new number.
8. You can select an item or all items by clicking on the check box next to an item or the check box next to **Select All** at the far right under **Assign Cart**. If you select an item or items you are able to do the following from the Perform an action drop down:
   - **Add to favorites**.
   - **Remove Selected Items**. You can also remove an item with the **Remove** button at the left of the item. If you shopped in certain catalogs this isn't available. It is always available for a non-catalog cart.
   - **Move to Another Cart**. You can also do this under More Actions drop down at the left of the item.
   - **Change Commodity Code**. This can be done here or by clicking on the commodity code box and retyping. Commodity codes must be in upper case. **Catalogs default commodity codes, so remember if it's something you are giving away you need to change the code.**
   - **Add to Draft Cart**. You can also do this at the left of the item.
   - For non-catalog items, you can also **Change Vendor**.
   - If you make a change to the requisition then you need to click **Update** above the vendor.