

Reference

Guide

Adding Comments to Carts

In This Guide

✓ Adding comments to carts

Adding attachments in the comments



Procedure

1. In the navigation bar on the left, hover over the Shopping Cart icon \rightarrow My Carts and Orders and select View Carts.

â					All	-	Search (Alt+Q)	a 0.00 USD 👻	♡ 🛃 🛃
	Shop N Shopping Marre Shop (Alt+P) Shopping	Open My Active Shopping Cart View Carts View My Orders (Last 90 Days)		~			Go		
Ö.	My Carts and Orders Admin	view my orders (Last 90 Days)	d search far	vorites forms quick order	Browse: suppliers cate	gories o	contracts		[Manage Showcases]
т <u>т</u>	Shopping Settings		iifie	VUR CONT	SIGMA-ALCPICH		ThermoFisher Sciences formerty Life	BIO RAD	IDT
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2. Click the cart name to make it your active cart.

*					All 👻	Search (Alt+Q) Q	325.40 USD 🍹	. 🌣	M 4	1			
	Shop 🕨 My Carts and Orders 🕨	View Carts + Draft Carts											
	Cart Management					Dreste Cart ?							
	Draft Carts 🗮 Ass	igned Carts											
	> Filter Draft Carts												
뿋	Туре 🗠	Cart Number	Shopping Cart Name	Cart Description	Date Created	Total 🗠		Action					
հր	Normal	3337767	2021-09-13 pdefou 06		9/13/2021		3,337.18 USD	View 💌					
	Normal	3362001 Active	Printer Paper		10/18/2021		325.40 USD	View 🔻					
a7	Normal	3362020	2021-10-18 pdefou 02		10/18/2021		0.00 USD	View 💌					

3. Click the **Proceed to Checkout** button.

						All 👻 Sea	arch (Alt+Q) 0. 325.40 USD	~ ► 4
Shopping Cart • 3362001 •							Assign Cart	Proceed To Checko
Simple Advanced							Details	
Search for products, suppliers, forms, part number, etc.						٩	For Patrick Defourneaux	
1 Item							Name	
Office Depot · 1 Item · 325.40 USD							Printer Paper	
SUPPLIER DETAILS Need to make changes? MODIFY ITEMS VIEW ITEMS Item(s) was retrieved on: Office Depot(R) Brand White Copy Paper, Letter Size (8 1/2 x 11), 20 Lb, Ream Of 50							Estimate (325.40 USD) Subtotal Shipping	325 0.1
Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price		Handling	0.0
1 Office Depot(R) Brand White Copy Paper, Letter Size (8 1/2 x 11), 20 Lb, Ream Of 500 Sheets, Case Of 10 Reams	273646	CS	325.40	1 CS	325.40	… 🗆		325.4
ITEM DETAILS								

Adding Comments to Carts

4. Select the **Comments** tab. You can choose to show comments for the Requisition, Purchase Order, or Both. Then select the "Plus sign"

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ĩ		All 👻 Search (A	Nit+Q) 325.40 USD 💘 💙 🏴 🌲 💄
	Requisition • 3362001 •		Assign Cart Submit Requisition
	Summary Taxes/S&H PO Preview Comments History		
	Records found: 0	Show comments for All +	Draft Be aware of these issues.
	No comments have been added	Purchase Order	Empty: EMERGENCY COVID_19 FIELD and Hurricane IDA_21
		т	Total (325.40 USD) V
		s	Subtotal 325.40
		s	shipping 0.00
			Handling 0.00
			325.40

5. Type your comments in the provided text box.

谷	All ▼ S	Search (Alt+0) 325.40 USD 📜 🌣 🎑	1		
1	Requisition • 3362001 •	Assign Cart Submit Requisition			
íð	Summary Taxes/S8H PO Preview Comments Attachments History				
<u>ç</u>	Records found: 0 Show comments for Requisition • +	Draft Be aware of these issues. You may review and proceed.			
<u>現</u>	ADD COMMENT	Empty: EMERGENCY COVID_19 FIELD and Hurricane IDA_21			
a7	Printer Paper for November This will add a comment to the document.	Total (325.40 USD) V			
	Attach file (optional) Attachment Type 💿 File 🔿 Link/URL	Subtotal 325.40 Shipping 0.00			
¥ I	974 characters remaining expand 1 clear File	Handling 0.00			
	File Choose File Upload your file	325.40			
	No comments have been added	What's next for my order?			

- 6. Attachments can be optionally added in this window.
- 7. Click the "Check Mark" to complete.

You have successfully added a comment to your cart.