## **QG** - Adding Items To An Existing Cart

This feature is not available for Punchout vendors.

To add items to an existing active cart in the Non-Catalog form:

 Click on and use the time saving "Add non-catalog item" for this supplier" displayed below vendor address.

<b>^</b>					Ursula Halferty	🖌 🛉 📩 Action Items   Notificatio	ons 🧧 🗎 159.98 USD 🔍			
	) My Shop ) My Carts and Orders ) Open My Active Shopping Cart ↔ ) Cart - 46524804 - Draft Requisition					DLogout				
	① Continue Shop									
						2 Item(s) for a total of 159.98 US				
	🛛 💭 Shopping <b>Cart</b> 🕫									
	Add Non-Catalog Item 🔒	110		Save			Proceed to Checkout			
血	Cart Name	2014-01-10 halfertu 02	Internal Note	add note	Note to all Suppliers	This a confirming	Rush Order.			
	Priority	Normal	Send to Supplier?	HokieMart Will Deliver			$\sim$			
•	Leave date blank unless next fiscal year order (then enter 07/01/2014)	mm/dd/www		Select from all values			expand   clear			
	Notify AP-Prepayment									
	Prepared for	Ursula Halferty Select a different user								
	Supplier / Line Item Details						?			
	Show line details					For selected line items Add To Favo	orites 🔽 😡			
	New River Office Supply Inc	see more info			Contract					
	Order Address 2	15			PO Number	To Be Assigned				
	Add non-catalog item for this supplier	YES								
	r rouuce pescription			Catalog No	Size / Packaging	Unit Price Quantity	Ext. Price			
	1 Pendaflex Convertible End Ta	b Pockets 🐌 more i no		ess12832	EA	79.99 2 EA	159.98 USD			
						Supplier subtotal	159.98USD			
	Shipping, Handling, and Tax charges are	calculated and charged by each supplie	r. The values shown here are for estimation pu	values shown here are for estimation purposes, budget checking, and workflow approvals.			159.98			
							159.98 USD			
				Save						
							Proceed to Checkout			

• NO NOT USE the "Add non-Catalog Item" button on the top of the screen. It requires extra steps and can cause the user to inadvertently create a mixed cart, which will not go through (it will fail) in HokieMart.

Click the "Add non-catalog item for this supplier" located under the supplier name. The non-catalog item screen will reopen, with supplier information populated.

• Add an additional item(s).

Add Non-Catalog Item					?
New River Office Supply Inc set select different supplier					
2605 Research Center Dr. Blacksburg, VA 24060 US					
Distribution Methods					
Product Description	Catalog	No. Quantity	Price Estimate	Packaging	
Red Glossy Pens	BIC - 579	00 1	18.00 ×	EA - Each	V
39 characters	expand   clear				
enaming					
Save and Close Save and Add Another Close					

QG – Adding Items To An Existing Cart Revised 01.15.14

- Click "Save and Close."
- **OR** "Save and Add Another" (to add multiple items)

The additional item(s) will now be in the active cart.

## **All Other Forms**

To add items to an existing active cart in **all other** HokieMart forms:

• Select the icon in next to the product description.

	n ne second			for selected line items pad to ratorites				
VT	Facilities Services more info		Contract	Contract				
Orde 90 St	ar Address 1 terrett Facilities Complex, Blacksburg, VA 24061 US		PO Number		To Be A	ssigned		
	Product Description	Catalog No	Size /	Packaging	Unit Price	Quantity	Ext. Price	
1	See attached file "Permanent Name tag File 01-09-14" fir list of names and information Catalog No.: 130; Name tag with DSA brand extension lego. in the info	. ISR		LO	128.24	1 LO	128.24 USD	
	External Notes See attachment. Note: 13 are Procurement			Internal Note		add note		
	(1000 char) Department, only 1 is for Accounts Payable. more info			External Note		add note		

The form will reopen.

- Update, delete information in General Info section.
- Update the Product Description section.
- Update Product Description, Quantity, Packaging, and Estimated Price.

	General Info ?	•
Non-Configurable Fields		
General Info Instructions	Use this form for Interdepartment Service Requests. Include a general description of the goods or services you are requesting in Product Name/Description field.	
Form Type	Interdepartmental Service Request (HokieMart will deliver PO)	
Catalog No.	ISR	
Product Description	See attached file "Permanent Name tag File 01-09-14" for list of names and information. Catalog No.: 130; Name tag 108 characters remaining expand   clear	
Quantity	1	
Packaging (UOM)	LO - Lot	
Estimated Price	128.24	

QG – Adding Items To An Existing Cart Revised 01.15.14

- At the top of the screen from the "Available Actions" click "Save."
- Or simply from the "Available Actions" drop-down list, choose "Add and go to cart".

The up-dated information will now be in the active cart.

*QG* – *Adding Items To An Existing Cart Revised 01.15.14*