Shared Cart

Items to Consider and Decide:

✓ Which users in your area will have access to create and maintain shared cart user groups?

✓ What shared cart user groups make sense for your area to create?

Recommendations:

✓ The user that originally creates the shared cart should be responsible for proceeding to checkout & assigning cart/placing order when ready.

✓ The user that originally creates the shared cart should add accounting codes, shipping information, & notes/attachments at the header.

✓ Each user in the shared cart group should be responsible for editing the accounting codes, shipping address, & notes/attachments for their line items if the are different from the header.

  ✓ *NOTE: For Office Depot orders, keep in mind that the $35.00 minimum order is **per** shipping address.*

✓ When receiving, if a cart is shared between users in the same department, it is recommended that the user that creates the cart and header information completes the receiving for the order.