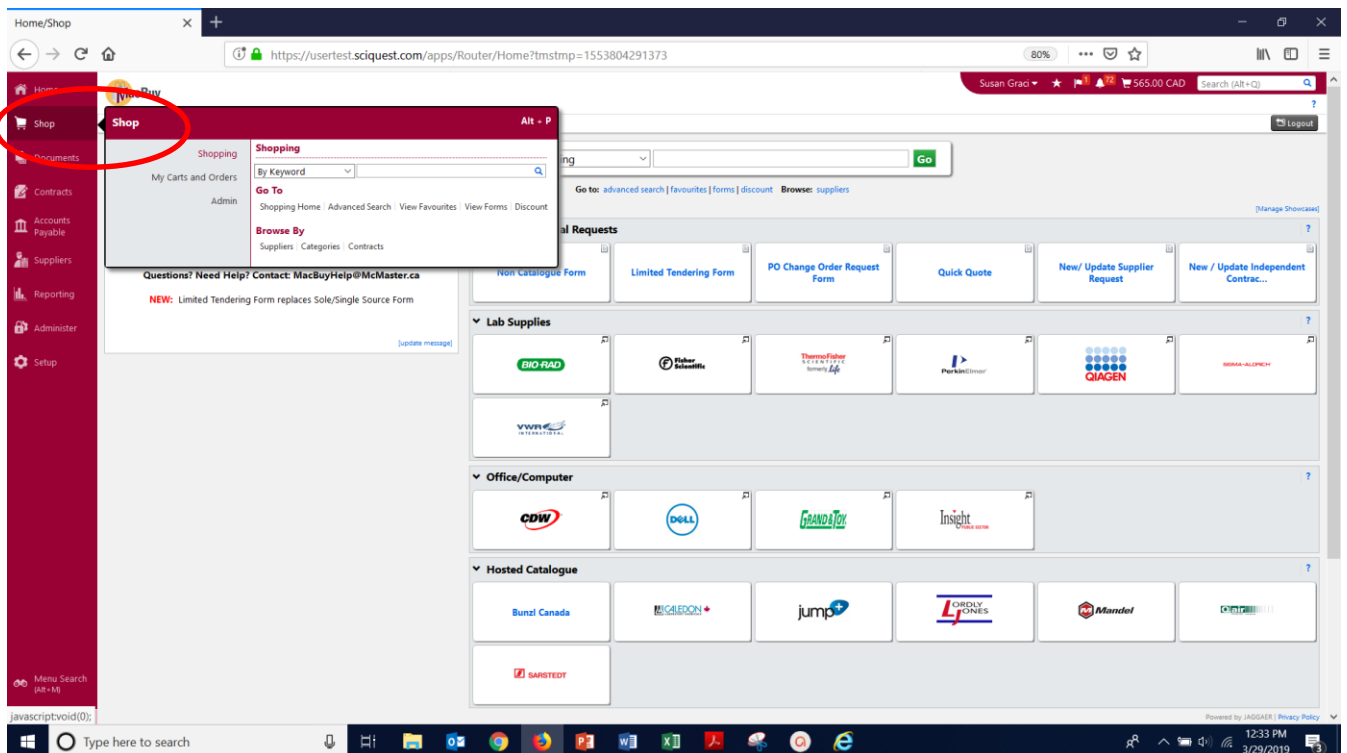




MacBuy Shared Carts Guide

Excellent for office or lab supply ordering!



Log into **Mosaic**.

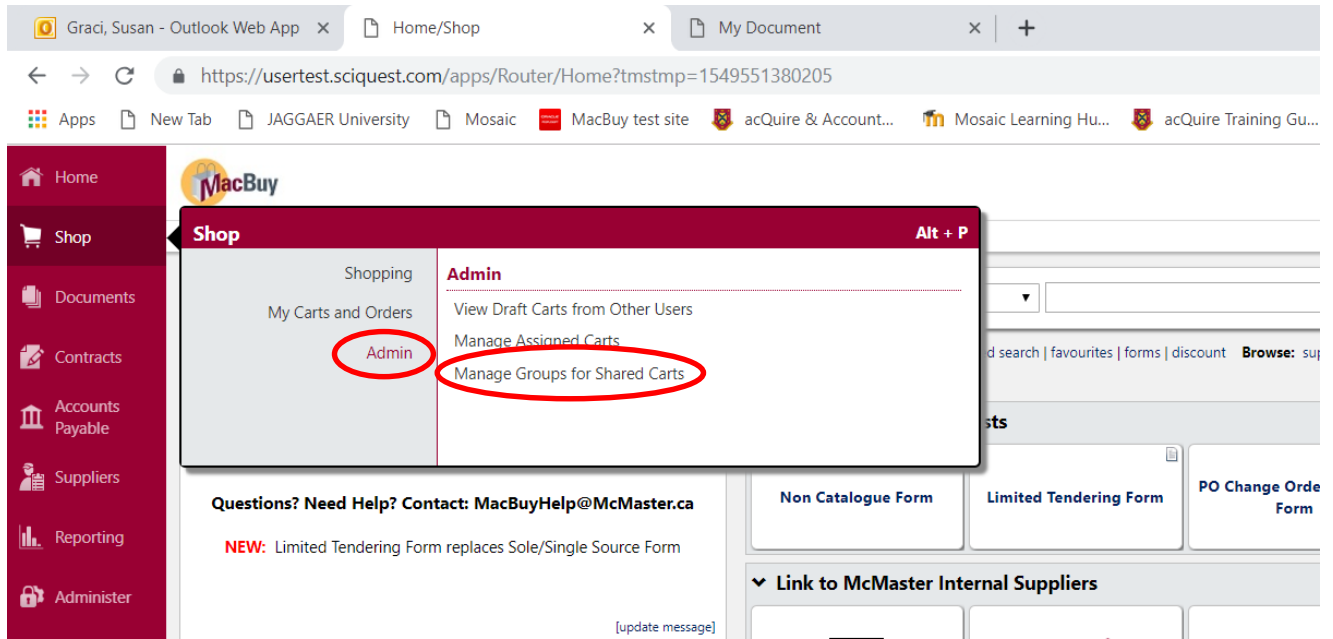
Select **MacBuy** tile to go to home screen, above.

Go to the Navigation tool bar, far left on Dashboard.

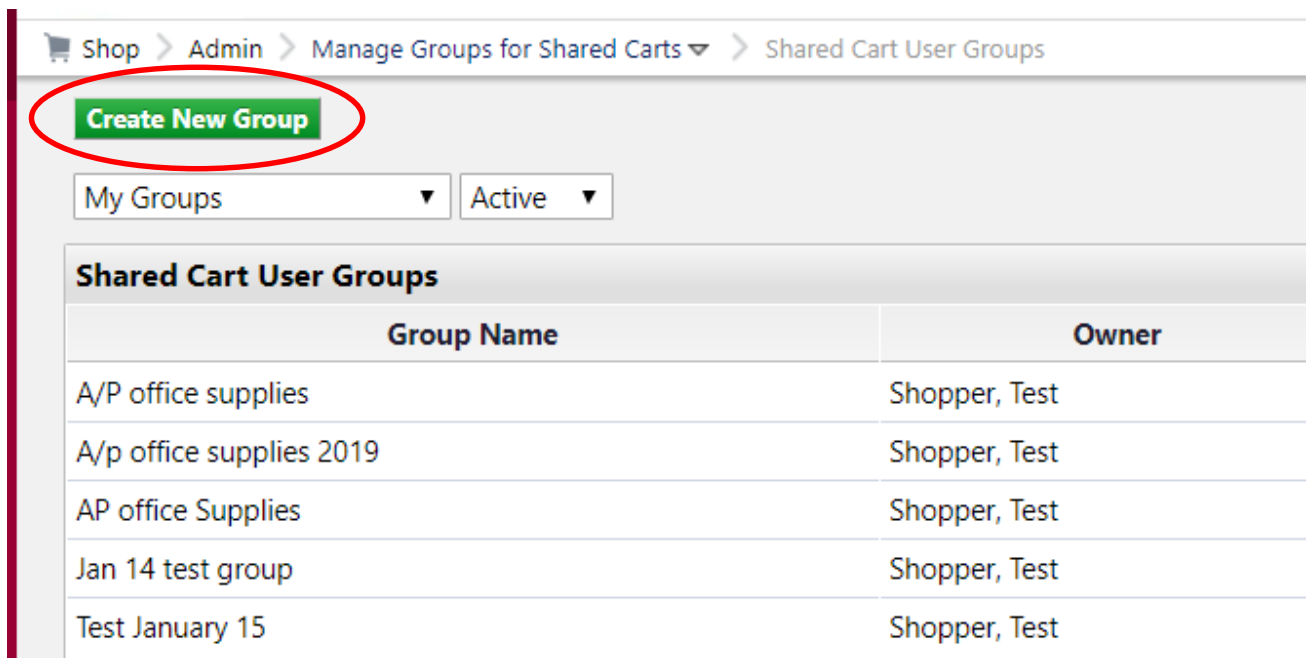
Select **Shop**.

TIP: Shared carts require **Groups** to be created beforehand.

TIP: **Groups** can be edited at any time.



Shop > My Carts and Orders > Admin>Manage Groups for Shared Carts



Select **Create New Group**

Create New Group

My Groups ▾ Active ▾

Shared Cart User Groups

Group Name	Owner
Computer Supplies	Graci, Susan
High Falutin Group	Graci, Susan
Low Brow Group	Graci, Susan
Requester Training	Graci, Susan
Simply the Best!	Graci, Susan

New Shared Cart User Group

Name Shared Group Example

Description group created to show how it's done
215 characters remaining expand | clear

Active

User Group Members

Add access for: department | user

Save

On right side of screen, name the cart and enter a description, then click **Add access for: user**

User Search

Last Name ?

First Name ?

User Name ?

Email ?

Role ?

Results Per Page

Search

Enter the name of the first person to be added to a group. Click **Search** button.

Selected Users

Add Selected Users

Search For Another User

Name ▲	User Name ▲	Email ▲	Phone	Action
			+1 905-525-9140	[select]
Wright, Kari	wrighk18	wrighk18@mcma ster.ca	+1 905-525-9140 ext. 20645	[select]
			+1 905-525-9140	[select]
			+1 905-525-9140	[select]

Use the **Select** hyper link to the right of the desired person.

Their name appears in the **Add Selected Users** field.

Selected Users

Add Selected Users

Search For Another User

Click **Search for Another User** and continue until all members are added.

When all members have been added, click the **Add Selected Users** button.

New Shared Cart User Group ?

Name

Description
 215 characters remaining [expand](#) | [clear](#)

Active

User Group Members

Add access for: [department](#) | [user](#)

Users	Action
Wetton, Teresa Carmel (WETTON)	Remove
Wright, Kari (wrighk18)	Remove
Patry, Sharon (patrys)	Remove

Save

The group for a shared cart has now been created.

Click the **Save** button.

My Groups Active

Group Name	Owner
Computer Supplies	Graci, Susan
High Falutin Group	Graci, Susan
Low Brow Group	Graci, Susan
Requester Training	Graci, Susan
Shared Group Example	Graci, Susan
Simply the Best!	Graci, Susan

Edit Selected Shared Cart User Group ?

Name

Description
 215 characters remaining [expand](#) | [clear](#)

Active

Owner Graci, Susan **Change Owner**

User Group Members

Add access for: [department](#) | [user](#)

Users	Action
Graci, Susan (gracis)	Remove
Patry, Sharon (patrys)	Remove
Wetton, Teresa Carmel (WETTON)	Remove
Wright, Kari (wrighk18)	Remove

Save

TIP: The user who created the group is added to the group and is the group owner.

Members of each **Shared Cart Group** are displayed on the right side of the screen when the group name is highlighted.

Multiple Shared Cart groups can be created and managed here.

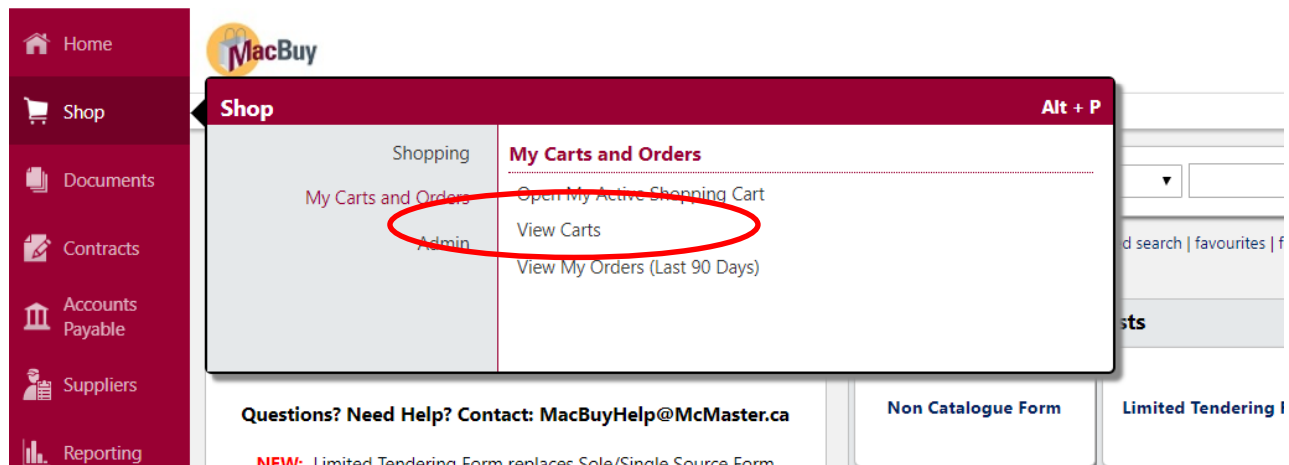
Groups cannot be deleted but they can be inactivated so they do not appear on the user's list.

Choose **All** (upper left screen, above) to see all groups, active and inactive.

All groups must be named when they are created.

To Share an Existing Cart

In order to share a cart, shop for an item to create a new cart or open an active (draft) cart that you wish to share.



Or go to Notifications tool bar for your current draft cart.

View carts will show Draft, Assigned and Shared Carts that have not been submitted yet.

Cart Management Create Cart ?

Draft Carts **Assigned Carts** Shared Carts

Filter Draft Carts

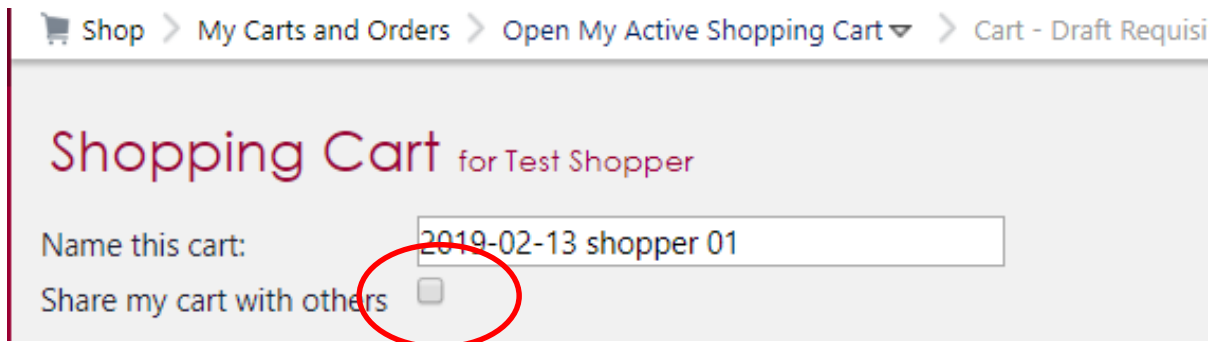
1-12 of 12 Results 20 Per Page ▾

Type ▲	Shopping Cart Name ▲	Cart Description	Date Created ▼	Total ▲	Action
Normal	2019-09-23 gracis 02		23/09/2019	5,197.89 CAD	View ▾
Normal	2019-09-23 gracis 01		23/09/2019	5,197.89 CAD	View ▾

There are two draft carts containing items that can be activated and shared then submitted.

For a cart that is open on the Home Screen. Click on View My Cart to open it.

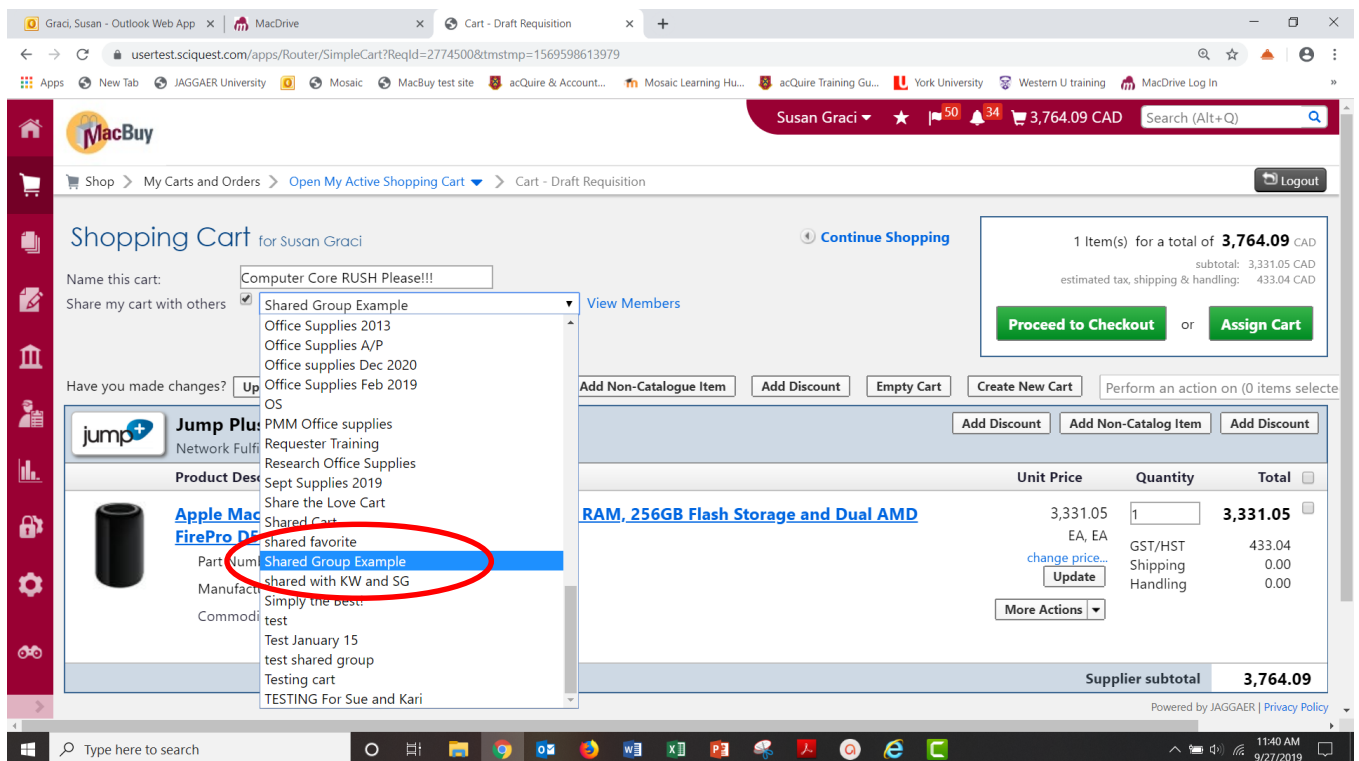
If there is nothing in the draft cart, open a new cart by shopping for an item.



Top left of screen in an open cart has the name and share cart options.

Name the cart.

Click the **Share my cart with others** checkbox.

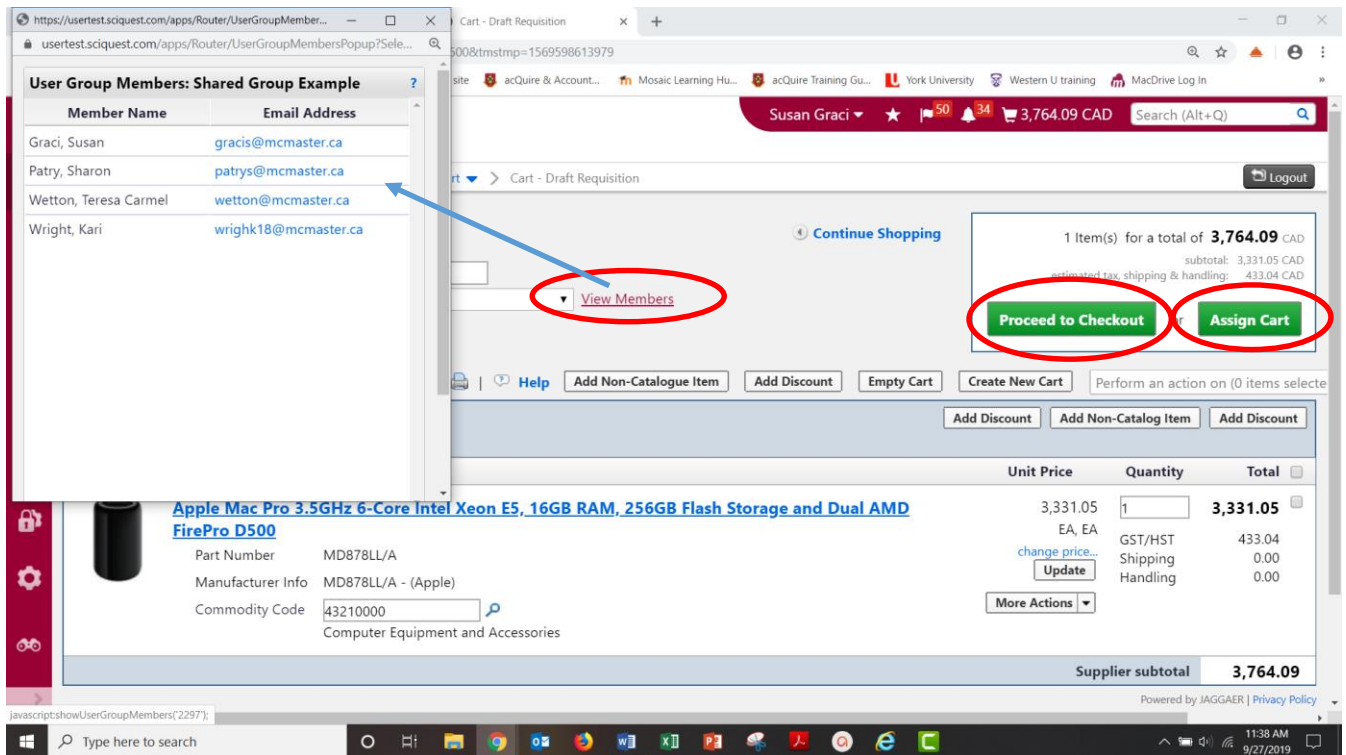


A drop-down box displays. The options in the drop-down are user groups to which you belong and with whom you can share carts.

Select the user group from the drop-down box.

TIP: Naming the cart helps other to recognize its purpose.

TIP: User will see ALL groups they belong to, even those groups created by other users.



Select a group and **view members** if necessary.

The cart is automatically locked when you click the **Share my cart with others** checkbox. This allows the current user to continue to add items to the cart or to make any necessary edits.

To save the information and unlock the cart click the **Update and Unlock** button.

Only one user at a time can put items into a cart.

TIP: The cart above is ready to submit, either Assigned to a Requester or Proceed to Checkout.

Update and unlock saves items you have placed into the cart and allows others in your selected group to shop using the same cart.

Update saves any changes and keeps the user in the cart, with all others locked out.

Once a group has added all items, it can be assigned to the Requester or submitted.

Anyone in a shared group can submit a cart if they have the Requester role.

TIP: A shared cart does not have to be submitted by the user who created the cart or who "owns" the shared cart group.

TIP: Items from any of the Show Case (catalogue) suppliers can be added to the same cart. Non-catalogue supplier items must be in a separate cart.

Graci, Susan - Outlook Web App x Cart - Draft Requisition x +

https://usertest.sciquest.com/apps/Router/SimpleCart

Apps New Tab JAGGAER University Mosaic MacBuy test site acQuire & Account... Mosaic Learning Hu... acQuire Training Gu... York University Western U training MacDrive Log In

Home Shop Documents Contracts Accounts Payable Suppliers Reporting Administer Setup

MacBuy Shop My Carts and Orders

Shopping My Carts and Orders Admin

My Carts and Orders

Open My Active Shopping Cart

View Carts

View My Orders (Last 90 Days)

Continue Shopping

1 Item(s) for a total of **534.20** CAD

subtotal: 472.34 CAD

estimated tax, shipping & handling: 61.86 CAD

Proceed to Checkout or Assign Cart

CDW CDW more info... Fulfillment Address 1

The item(s) in this group was retrieved from the supplier's website. What does this mean?

Need to make changes? [VIEW ITEMS](#) Item(s) was retrieved on: 04/04/2019 10:41:49 AM

Line(s): 1

Product Description	Unit Price	Quantity	Total
Lenovo 500e Chromebook 11.6 Celeron N4100 4 GB RAM 32 GB SSD	472.74	1	472.74
Part Number 5454401	EA		
Manufacturer Info 81MC0000US - (Lenovo TopSeller Products)	GST/HST		61.46
Commodity Code 43210000	Shipping		0.00
Computer Equipment and Accessories	Handling		0.00
Supplier subtotal			534.20

See configuration for this requisition

view carts

view cart history

https://usertest.sciquest.com/apps/Router/ViewDraftCarts?tmstamp=1554390717037

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Type here to search

11:12 AM 4/4/2019

Graci, Susan - Outlook Web App x Shared Carts x +

https://usertest.sciquest.com/apps/Router/ViewSharedCarts?tmstamp=1554390752255

Apps New Tab JAGGAER University Mosaic MacBuy test site acQuire & Account... Mosaic Learning Hu... acQuire Training Gu... York University Western U training MacDrive Log In

Home Shop Documents Contracts Accounts Payable Suppliers Reporting Administer Setup

MacBuy Shop My Carts and Orders View Carts Shared Carts Shared Carts

Cart Management

Draft Carts Assigned Carts Shared Carts

Filter Shared Carts

Page 1 of 2 1-20 of 33 Results 20 Per Page

Shopping Cart Name	Cart Description	Date Created	Total	Group Name	Created By	Locked by	Action
Active 2019-04-04 gracis 01 example		04/04/2019	534.20 CAD	A/p office supplies 2019	Susan Graci		View
2019-03-01 REQUESTER1 03		01/03/2019	774.62 CAD	A/P OfficeSupplies	TEST REQUESTER1		View
2019-03-01 dinello 01		01/03/2019	774.62 CAD	G&T office order - Di Nello March 2019	Angela Di Nello		View
shared with KW and SG		01/03/2019	451.17 CAD	Office Supplies Feb 2019	Krista Dalgleish		View
2019-03-01 dalgleik 01		01/03/2019	774.62 CAD	A/P Office Supplies-Krista	Krista Dalgleish		View
shared with KW and SG		28/02/2019	36.62 CAD	More Office Supplies	Brittany Currie		View
2019-02-27 Testing Internal Notes		27/02/2019	6,476.47 CAD	High Falutin Group	Susan Graci		View
2019-02-27 dalgleik 01		27/02/2019	774.62 CAD	A/P Office Supplies-Krista	Krista Dalgleish		View
Grand and Toy		27/02/2019	2,306.33 CAD	Department office supplies	Morgan Van Mierlo		View
2019-02-26 jgarnet 01		26/02/2019	23.04 CAD	Shared Cart	Jackie Lynne Stewart		View
2019-02-26 biroj 01		26/02/2019	28.70 CAD	Biro Requester 4	Jodi Biro		View
2019-02-26 iPad		26/02/2019	790.34 CAD	A/P Office Supplies - Library	Jannie Balt		View
2019-02-26 bizzarc 03		26/02/2019	580.97 CAD	A/P Office Supplye	Claudia Bizzarro		View
2019-02-26 wmgreen 01		26/02/2019	767.30 CAD	A/P Office Supplies -2	Wendy Green		View

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Type here to search

11:12 AM 4/4/2019

Shop>My Carts and Orders>View Carts>Shared Carts

On carts created by the user, there are several options when viewing the shared cart.

View takes the user to the cart. Unlocking will allow user to edit or add items.

Lock will keep others in the shared group from accessing the cart.

The screenshot shows a 'Shared Cart' page for 'Grand & Toy'. The cart contains one item: 'Keurig Eccellenza Touch Bean-To-Cup Single Cup Coffee Maker KEURIG ECCELLENZA TOUCH' with a unit price of 5,696.99 and a quantity of 1, totaling 6,437.60 CAD. The 'Lock to Edit Cart' button is highlighted with a red circle. In the top right corner, the 'Proceed to Checkout' and 'Assign Cart' buttons are also highlighted with a red circle.

Product Description	Unit Price	Quantity	Total
Keurig Eccellenza Touch Bean-To-Cup Single Cup Coffee Maker KEURIG ECCELLENZA TOUCH	5,696.99	1	5,696.99
Part Number: 50-99016			
Commodity Code: 52140000			
Domestic appliances			
Supplier subtotal			6,437.60

The cart above has been locked by the previous user. Nothing can be done to this cart and the action buttons, Proceed to Checkout and Assign Cart cannot be accessed.

In order to add items or move the cart by Proceeding to Checkout or Assigning a Requester, the **Lock to Edit Cart** button must be clicked.

The screenshot shows the same 'Shared Cart' page, but now the 'Update and Unlock' button is highlighted with a red circle. The 'Proceed to Checkout' and 'Assign Cart' buttons in the top right corner are also highlighted with a red circle. The 'Update' button is also visible next to it.

Product Description	Unit Price	Quantity	Total
Keurig Eccellenza Touch Bean-To-Cup Single Cup Coffee Maker KEURIG ECCELLENZA TOUCH	5,696.99	1	5,696.99
Part Number: 50-99016			
Commodity Code: 52140000			
Domestic appliances			
Supplier subtotal			6,437.60

The cart above is unlocked and ready to have more items added, or submitted.

To change the “owner” of a cart

This is important if the cart should belong to a different department, for reporting and visibility. It is a simple process.

Changing the owner of a shared cart must be done before the cart is assigned or submitted.

Open the cart and click on the Summary tab.

Requisition		PR Approvals	PO Preview	Comments	Attachments (1)	Histo
Summary		Shipping	Billing	Accounting Codes	Supplier Info	
Hide header						
		General				?
Cart Name	FO5 Sue 1/22/19					<input type="button" value="edit"/>
Description	<i>no value</i>					
Prepared by	Susan Graci					
Prepared for	Susan Graci					
Blanket/Service Order	x					
Purchasing BU	MAC01 MAC01					

Click the Edit button.

General ? X

Cart Name	FO5 Sue 1/22/19
Description	
Prepared by	Susan Graci
Prepared for	Susan Graci Select a different user...
Blanket/Service Order	<input type="checkbox"/>
Purchasing BU	MAC01 Select from profile values... Select from all values...

Save Cancel

A hyper link appears under the name of the person “prepared for”.
Click the hyper link and search for the user to be assigned as the cart owner.

User Search

Last Name ?	wright
First Name ?	
User Name ?	
Email ?	
Role ?	
Results Per Page	10

[Search](#)

User Search - Google Chrome
 https://usertest.sciquest.com/apps/Router/GenericUserSearch?returnFunction=setPreparedForUser&permissions=&T...

New Search

1-7 of 7 Results 10 Per Page ▼

Name ▲	User Name ▲	Email ▲	Phone	Action
	right	c_fsnpr@mcmaster.ca	+1 905-525-9140	[select]
	htc	c_fsnpr@mcmaster.ca	+1 905-525-9140	[select]
	htge	c_fsnpr@mcmaster.ca	+1 905-525-9140	[select]
Wright, Kari	nk18	c_fsnpr@mcmaster.ca	+1 905-525-9140	[select]
	ght	c_fsnpr@mcmaster.ca	+1 905-525-9140	[select]
	ight	c_fsnpr@mcmaster.ca	+1 905-525-9140	[select]
	srankin	c_fsnpr@mcmaster.ca	+1 905-525-9140	[select]

1-7 of 7 Results 10 Per Page ▼

General

Cart Name: FO5 Sue 1/22/19

Description:

Prepared by: Susan Graci

Prepared for: Kari Wright
[Select a different user...](#)

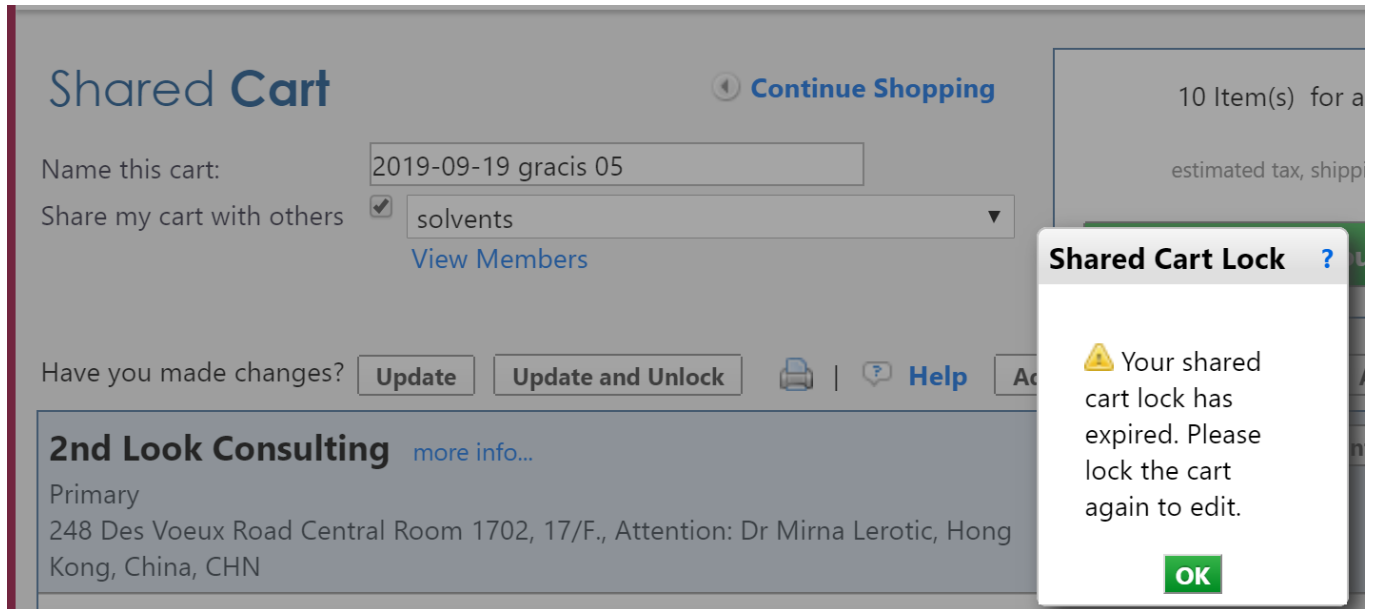
Blanket/Service Order:

Purchasing BU: MAC01
[Select from profile values...](#)
[Select from all values...](#)

The cart owner is now Kari Wright, although the creator (prepared by) remains the same, Sue Graci.

TIP: If a cart is left locked by a member of a shared cart, the system will time that person out if left locked for more than 30 minutes. This ensures that all members of a shared cart will have access to add items.

A warning message will display.



The screenshot shows a 'Shared Cart' interface. At the top left, the title 'Shared Cart' is displayed. To its right is a 'Continue Shopping' button. Below the title, there is a form for naming the cart, with the text '2019-09-19 gracis 05' entered. A checkbox labeled 'Share my cart with others' is checked, and a dropdown menu shows 'solvents' as the selected option. A 'View Members' link is positioned below the dropdown. At the bottom of the form area, there are buttons for 'Update' and 'Update and Unlock', along with icons for printing, help, and account management. A section for '2nd Look Consulting' is visible, including contact information: 'Primary, 248 Des Voeux Road Central Room 1702, 17/F., Attention: Dr Mirna Lerotic, Hong Kong, China, CHN'. On the right side of the interface, it shows '10 Item(s) for a' and 'estimated tax, shipp'. A white warning dialog box titled 'Shared Cart Lock' with a question mark icon is overlaid on the right. The message inside the dialog reads: 'Your shared cart lock has expired. Please lock the cart again to edit.' An 'OK' button is at the bottom of the dialog.

For additional assistance please contact MacBuyHelp@mcmaster.ca.