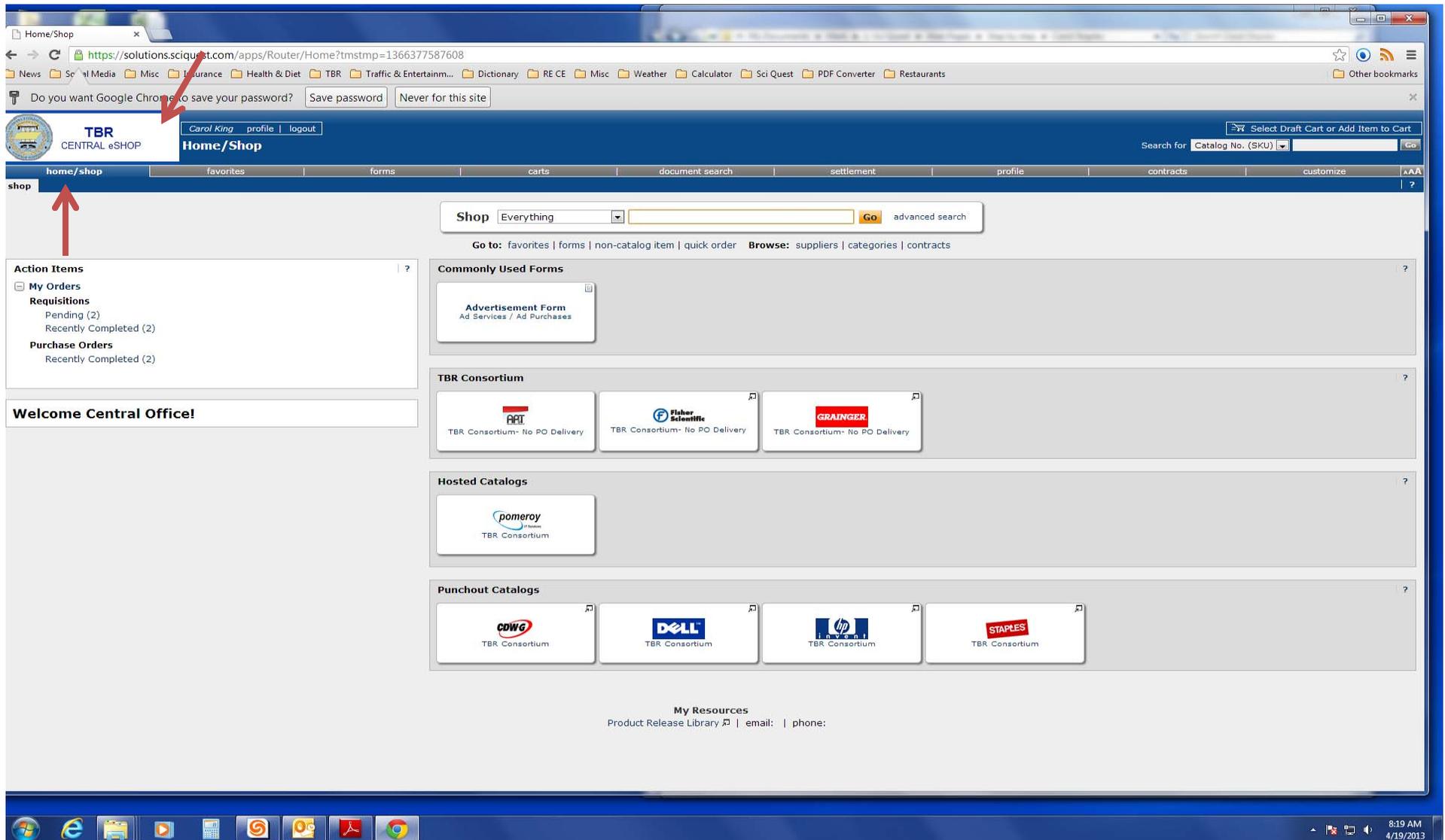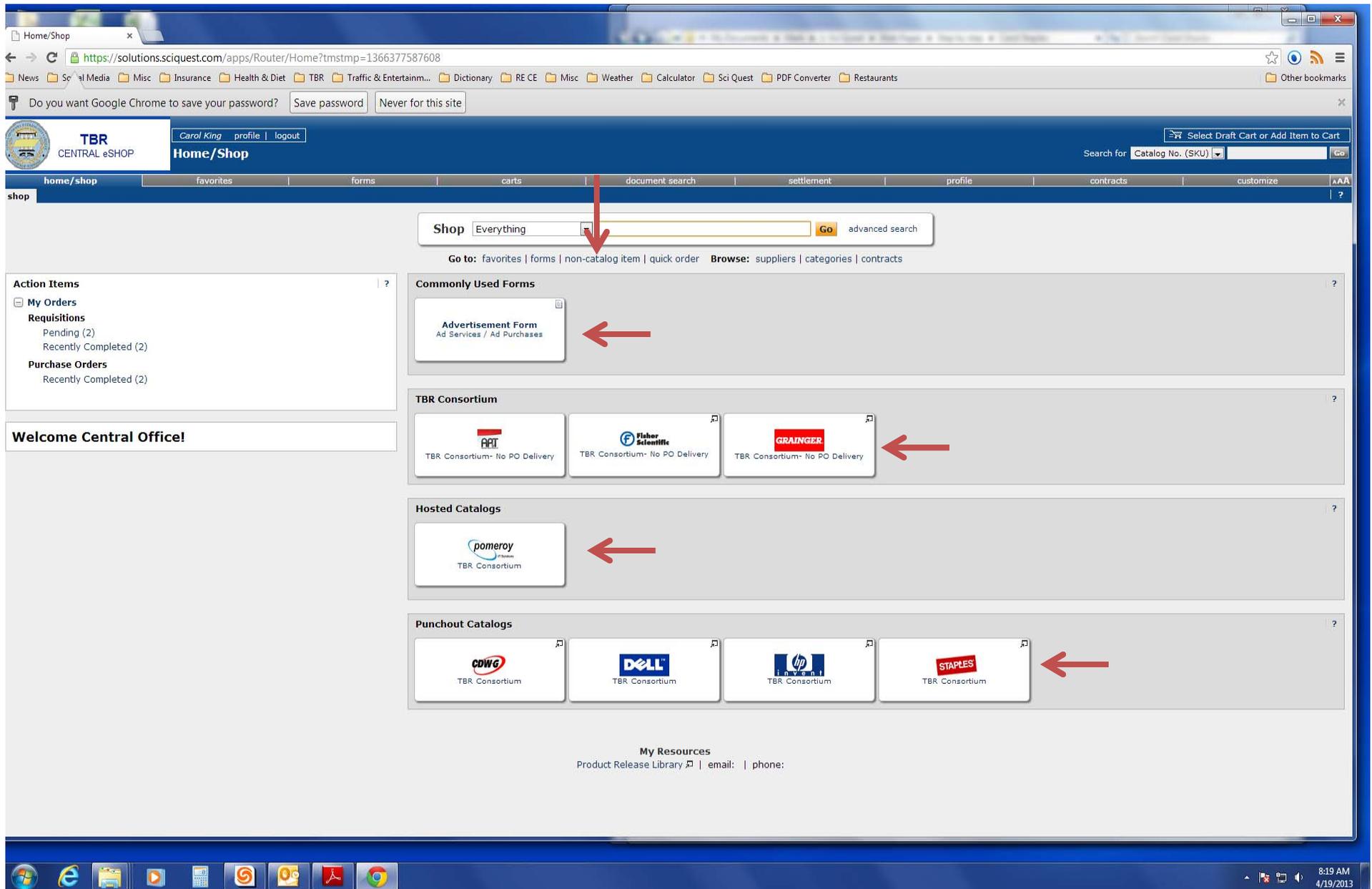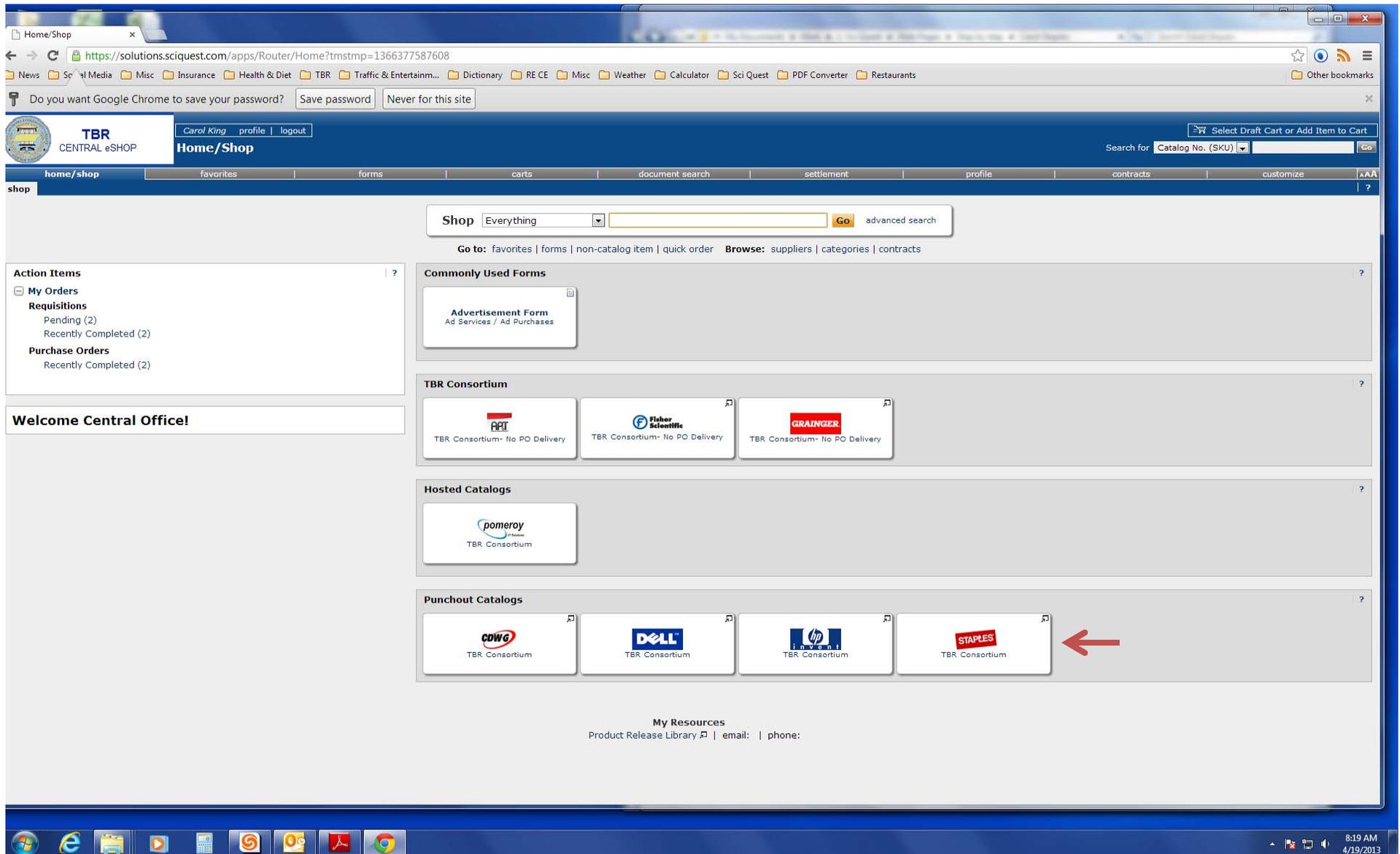# Training Presentation

Creating a Shopping Cart

The Home/Shop page is the starting point for creating a shopping cart. To get to the Home/Shop page go to the Home/Shop tab or select the TBR Central eSHOP logo.

From the Home/Shop page the Shopper can click on one of the catalog suppliers, commonly used forms or the non-catalog item tab.

If the Shopper selected the Staples icon (or any one of the Punchout catalogs) the User would be directed away from the TBR Central eShop and to the suppliers web site.

At this point the Shopper is no longer in the TBR Central eSHOP. From the Staples web site the Shopper can shop by category, shop by products, shop by featured products or even create a shopping list. Add selected items to a shopping cart, similar to the shopping experience at Amazon.
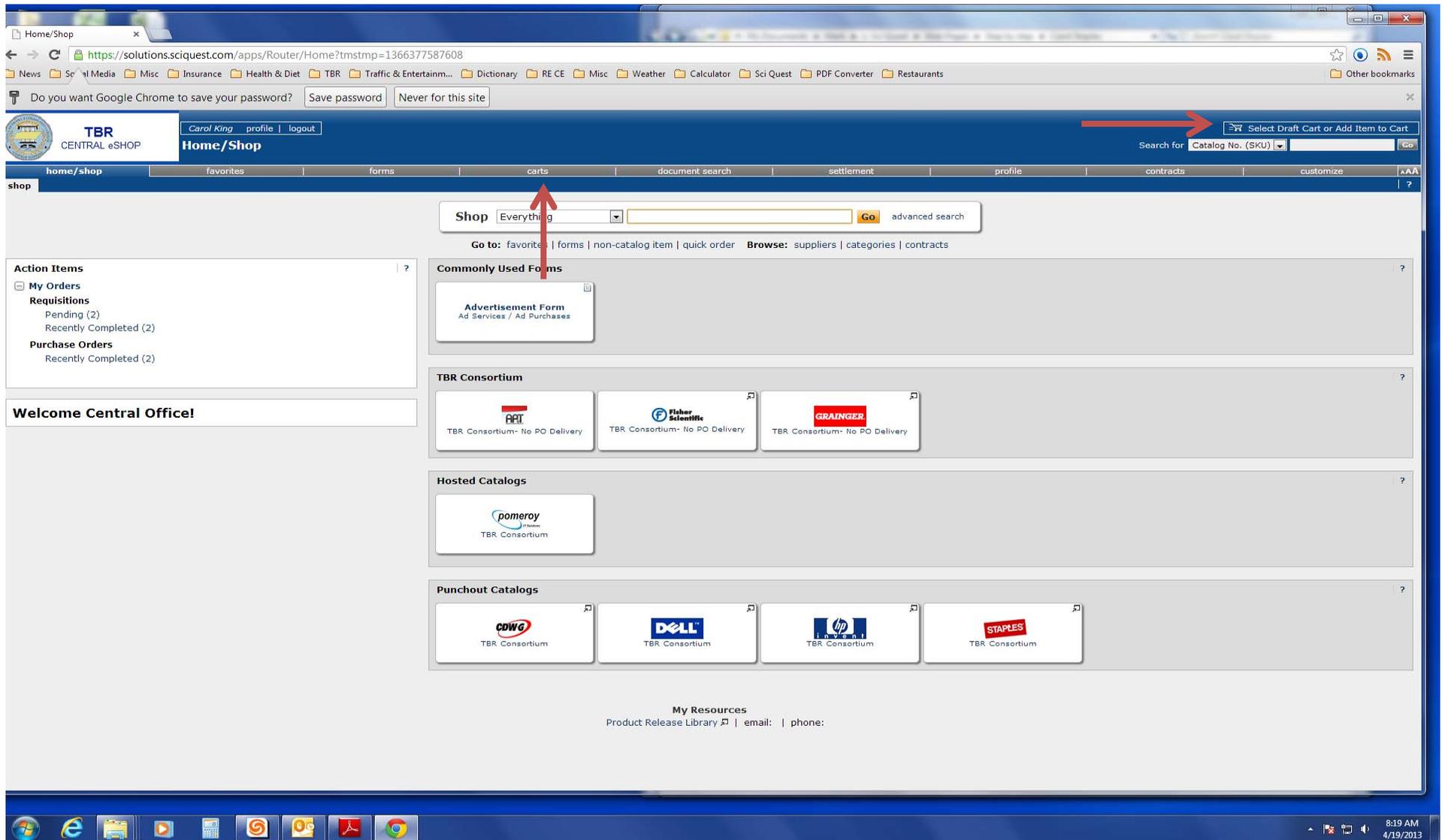
If the Shopper selects the Paper category from the shop by category section, a new pop up window will appear. From that window, if the shopper selected copy paper, the next page will show a selection of copy paper choices.

At this point the Shopper can select the desired paper product.

The shopper also selects the quantity of the order and the order is placed in the shopping cart. At this point if the Shopper clicks the checkout button, the order will be placed with Staples and the shopping cart will be created and returned to the TBR Central eSHOP.

Once the Shopper has been returned to the TBR Central eSHOP, the newly created shopping cart can be retrieved by clicking on the Carts navigation tab along the top middle or by clicking on the Carts window in the top right of the Home/Shop screen.

If you are a Shopper, you will assign the cart to the appropriate Requestor for your department, by clicking on the Assign Cart link towards the top right of the screen.

As a Shopper, once you have clicked on the Assign Cart link, you will see the box that appears in the top right portion of this screen. This box is where you will type the name of the Requestor that you are assigning the cart to. Once you have selected the Requestor that you are assigning the cart to, click on the Assign button.

If you are both a Shopper and a Requestor you do not need to assign the cart to yourself. As a Requestor you will select Proceed to Checkout, which will be covered in the training for submitting a requisition.

Congratulations, you have just created a TBR Central eSHOP shopping cart!

If you are also a Requestor, please see the TBR Central eSHOP training presentation for submitting the requisition.

Thank You!