

## AggieMart Shopper Checklist

Each step will have basic instructions to perform a task. Also included is a 'Reference' link which takes you to detailed instructions located on the NMSU AggieMart information website.

#	<input checked="" type="checkbox"/>	Action	Steps
1	<input type="checkbox"/>	Create a new Cart or access an existing Cart	From AggieMart home → Click the <b>Shop</b> icon → Click <b>My Carts and Orders</b> → Click <b>View Carts</b> to open the Cart Management window. <b>Reference:</b> <a href="#">Cart Management</a>
2	<input type="checkbox"/>	Purchasing from a Catalog	From AggieMart home → <b>Showcases</b> → <b>Catalog (Central Account)</b> section → Click on the vendor's logo. • <b>Remember:</b> clicking on a Catalog vendor will take you to the vendor's website which is designed to receive NMSU's contract pricing and integrate with AggieMart. <b>Reference:</b> <a href="#">Purchasing from a Catalog</a>
3	<input type="checkbox"/>	Placing a Non-Catalog Order	From AggieMart home → <b>Shop</b> section → Click <b>Non-Catalog Item</b> → Enter or search for vendor → Enter item, quantity, cost. • <b>Note:</b> Non-Catalog orders are purchases from vendors that have not provided their product lines directly to AggieMart. <b>Reference:</b> <a href="#">Placing a Non-Catalog Order</a>
4	<input type="checkbox"/>	Purchasing with a Contract Attached (Copier, and General non-copier)	Start by creating a <b>Non-Catalog</b> order. With the item now in your cart → Click on the <b>choose contract...</b> link located below the item name in the <b>Items</b> section → Select the contract (if one exists). Otherwise click Cancel. <b>Reference:</b> <a href="#">Purchasing with a Contract Attached (Copier, ETC.)</a>
5	<input type="checkbox"/>	Change Request	Search for the PO and open it. Within the PO → Click the words " <b>Purchase Order</b> " to view the action menu → Click <b>Create Change Request</b> → Make your PO changes → Click <b>Submit Request</b> when done. • <b>Important:</b> If the <b>Accounting Date</b> is not in the current month you will need to change it to the current date, otherwise the system will reject the Change Request. <b>Reference:</b> <a href="#">Change Request</a>
6	<input type="checkbox"/>	Assign Cart	When finished shopping → Review your Cart → Click <b>Assign Cart</b> → Click <b>Search</b> → Click <b>+</b> to the right of the assignee's name → Click <b>Assign</b> . <b>Reference:</b> <a href="#">Cart Management</a>