

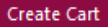
Shopper Quick Reference Guide

12/16/2020

Shoppers

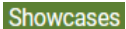
- Can add purchases to a shopping cart (based on Banner dept/org access)
- Can assign Cart to a purchaser

Create a new Cart or access an existing Cart

- 1) From AggieMart home → Click the **Shop** icon on the left side menu → Click **My Carts and Orders** → Click **View Carts** to open the Cart Management window.
- 2) To create a new cart → Click on the **Create Cart**  icon.
- 3) To open an existing cart → Click on the **Shopping Cart Name**.

Reference: [Cart Management](#)

Purchasing from a Catalog

- 1) From AggieMart home → Go to **Showcases**  → **Catalog (Central Account)** section.
- 2) Click on the vendor's logo.
 - **Remember:** 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.
- 3) Shop as usual on the vendor's website → when ready, click checkout or place order (or whatever wording is used on the vendor's site).
 - You will be *automatically* be redirected back to AggieMart.

Reference: [Purchasing from a Catalog](#)

Assign Cart

- 1) When finished shopping → Review your Cart → Click **Assign Cart**.
- 2) Click **Search for an assignee** → Click **Select** to the right of the assignee's name.
- 3) Click **Assign**.

Reference: [Cart Management](#)