

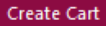
# Shopper + Quick Reference Guide

12/16/2020

## Shopper +

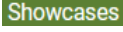
- Can add purchases to a shopping cart (based on Banner dept/org access) or create a Direct Pay form.
- Can initiate checkout by adding
  - Index (can have default or favorites to select from)
  - Business purpose
  - Ship to building (can have default or favorites to select from)

### 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.

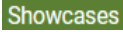
Reference: [Purchasing from a Catalog](#)

### Placing a Non-Catalog Order

- 1) From AggieMart home → Go to **Quick Links**  → Click **Non-Catalog Item**.
- 2) Enter or search for vendor → Enter item, quantity, cost.




Reference: [Placing a Non-Catalog Order](#)

### Direct Pay Request

- 1) From AggieMart home → Go to **Showcases**  → **Forms** section → Click on **Direct Pay Request**.
- 2) Within the form → **Enter Vendor** (or search) → Enter **Invoice Date** → Enter **Vendor Inv #** → Complete the **Payment Type, Payment Details, Attachments** sections.
- 3) Click **Add and go to Cart** (top-right of form) → Click **Go**.

Reference: [Direct Pay Request Form](#)

### Enter Index, Business Purpose, and Shipping info

- 1) Click the **Proceed to Checkout** [Proceed To Checkout](#) button.
- 2) **Index:**
  - Scroll to the **Funding** section → Click the **Edit**  **icon** → Enter the index number in the **Index** field → Click **Save Changes**.
- 3) **Business Purpose:**
  - Go to the **Business Purpose** section → Click the **Edit**  **icon** → Enter the business purpose in the **Business Purpose** field → Click **Save Changes**.
- 4) **Shipping:**
  - Go to the **Shipping** section → Click the **Edit**  **icon** → Enter your **Room #** or a different address entirely.

*Note: if the cost of any single item is >=\$1000 it must ship to **Central Receiving**.*

Reference: [Checkout Screen \(Draft Requisition\)](#)

### Assign Cart

- 1) When finished → 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](#)