7. Edit carts, track carts, and reorder

Overview
- The Held Carts tile shows external shopping carts that have not been picked up by the STC or UniServices Purchasing.
- The My Requests tile shows shopping carts that have been picked up by the STC or UniServices Purchasing, and submitted Stockroom carts.

1. Use Held Carts to edit or review carts
2. Unload held carts
3. Review Shopping Cart Submitted Reports
4. Use My Requests to track orders and reorder

Steps

1. Use Held Carts to edit or review carts

   Held carts can only be edited before STC/UniServices purchasing pick up the cart. If you need to make changes after the cart has been picked up, you will need to use My Requests to reorder the items in a new cart (see Step 4).

   A. Click Held Carts.
   B. Search for cart by holding CTRL-F and then typing the cart name or creator name.
   C. Click to load the cart.

Important:
- Once you load a cart it is very important to proceed to checkout and submit the cart.
- If you accidentally close the Held Cart window before submitting the cart, you will need to unload it (see step 2 below).
D. Make any required changes and click **Proceed to Checkout**.

E. Make any required changes and click **Submit**.

**Note:**

- If STC/UniServices Purchasing asks you to make changes to a cart, you will need to reorder the items to make a new cart, following **Step 4** below.
- If you have the Researcher role, you can view all Held Carts for which you are the Creator or Recipient.
- Click 📋 to see if an item requires DLP approval.
- Any changes that you make to a cart are automatically saved as you go, and you cannot revert back to the original cart.
2. Unload held carts

**Note:**
- Before you start shopping, it is important to make sure you don't have another cart loaded. You can see this on the homepage where the shopping cart quick icon shows how many items are in your cart. You should unload the existing cart first as follows.

A. Click **Held Carts**.
B. Find carts with `Loaded by me` icon OR hold CTRL-F to search for `loaded by me`.
C. Click .

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3. Review Shopping Cart Submitted Reports

A. After submitting a cart, a report is generated. To find this, click the notification bell.
B. Open the report by clicking .
4. Use My Requests to track orders and reorder

A. Click My Requests.
B. Change the Request Period or Status to see more items.
   - See the order status descriptions in the appendix
C. Click to add items to a new cart.
D. **Please note when reordering Type-in items,** that the order quantity must be updated by editing the item and the total does not appear to update on this screen.
E. Complete the cart (refer to ERM Quick Guides “3. Hosted Catalogue Purchasing” or “4. Type In Purchases” steps 3-5 for how to complete the cart).

**Notes:**
- Reordered items will be added to your shopping cart with a quantity of 1
- Reordering items does not replicate the recipient or account information from the original cart. The cart will also have a new name.
- Note that items in held carts cannot be reordered in My Requests until the cart has been picked up by purchasing staff.
- Click the icon to see more information about the item.
### My Requests

<table>
<thead>
<tr>
<th>Item status</th>
<th>Description</th>
<th>Can item be re-ordered?</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Stockroom cart that has not been fulfilled yet</td>
<td>No</td>
</tr>
<tr>
<td>Held Cart</td>
<td>Cart has not been picked up by the STC or UniServices purchasing. Note that you need to raise a request for this to happen.</td>
<td>No- may be edited by going to Held Carts</td>
</tr>
<tr>
<td>Sent to Purchasing</td>
<td>Has been picked up by the STC or UniServices purchasing. Once a purchase order is successfully raised, it becomes Ordered</td>
<td>Yes</td>
</tr>
<tr>
<td>Ordered</td>
<td>A purchase order has been successfully raised.</td>
<td>Yes</td>
</tr>
<tr>
<td>Received Full/Partial</td>
<td>The item has been receipted (or fulfilled by the Stockroom if it is a stockroom order)</td>
<td>Yes</td>
</tr>
</tbody>
</table>