Draft Carts

Chapter 3
Draft Carts

Section Objectives

At the end of this section, you should be able to:

- Navigate to Draft Carts
- Resubmit orders that have been returned as a draft cart
- Create multiple draft carts as a method to build carts
Navigating to Draft Carts

PantherExpress will return requisitions with inactive or invalid account numbers.

- The requisition will be returned to the creator of the requisition as a Draft Cart.
- You will receive a system email notification of the return.
- A system generated comment will be placed in the requisition.
  - “System returned due to an invalid account number”
- If you are a shopper, resubmit the cart for your Buyer to assign the appropriate account number.
- If you are a Department Buyer you can edit the account number and resubmit the order.

To view your Draft Carts:

- Click on the Shop icon on the side navigation bar, followed by My Carts and Orders and View Draft Shopping Carts.

- Under My Returned Requisitions, click on the Shopping Cart Name to open the cart.
Navigating to Draft Carts

- If necessary, edit the account

- Comments can be added, by clicking on the Comments tab

- Submit the requisition
Resubmit a Returned Draft Cart

Find the returned order to Garcia Marketing for the dry erase products. Correct the account number and resubmit the order.

PantherExpress
N→ Shop→ My Carts and Orders→ View Draft Shopping Carts→ My Returned Requisitions

1. Locate the order under My Returned Requisitions. Click on the shopping cart name to open the order.

2. Click on the History tab or Comments tab for details regarding why the requisition was returned.
Resubmit a Returned Draft Cart

History Tab

or

Comments Tab

3. This order was returned due to an invalid account number.

4. Click on the Requisition tab to return to the order.
Resubmit a Returned Draft Cart

5. Correct the account number
   - 04.49010.6020.22950.000000.00000

6. Click on the Comments tab. Add the following comment:
   - Corrected account no. and resubmitted for approval

7. Resubmit the requisition.
Create Multiple Draft Carts

You want to start two carts, one for Supra, and one for Fisher Scientific. You want to build the carts over the next few days, so you will name and save them as draft carts.

PantherExpress
N→ Shop→ My Carts and Orders→ View Draft Shopping Carts

1. From the Home Page click on Shop (cart icon), followed by My Carts and Orders and View Draft Shopping Carts.

2. Click Create Cart.

3. Give the cart a name and Click Update
   • Current Month Office Supplies

4. Notice that this cart becomes the active cart

5. Click on Shop (cart icon), My Carts & Orders, View Draft Shopping Carts, Create Cart

6. Create a second draft cart. Give the cart a name and click Update.
   • Current Month Lab Supplies

7. The second draft cart now becomes the active cart.
Create Multiple Draft Carts

8. Click on Draft Carts and select the cart you would like to be the active cart.
   - Search for items and add them to your active cart; the cart is saved.

9. To switch carts, click on Carts, Draft Carts and select another cart to be the active cart.

10. The carts will remain as Draft Carts until they are submitted.
Create Draft Carts – Helpful Hints

Helpful Hints

- If a cart is active, and you exit the application, the cart will continue to be the active cart the next time you login to the application.
- Click on the cart icon in the upper right corner of your screen, if you are not sure what is your active cart.