Window Shopper Guide

As an AggieBuy Window Shopper, you have the ability to add items to a shopping cart, then assign the cart to a Requester. The Requester will make changes and add information (if necessary), then check out the cart. *The only thing a Window Shopper must identify is the item(s) they would like to order.* Other information, such as Account, Shipping, and Capital Assets information can be completed by the Window Shopper or by the Requester.

Search for items and add them to your shopping cart

To find out how to search for items and add them to your shopping cart, refer to the Shopping guide or Shopping quick reference sheet.

Review your shopping cart

- **Review your cart** by clicking **view cart** under the Add to Cart button of the last item you added, or by clicking on the cart icon at the top right of the screen.

- **Enter any information you're able to add or correct.** In some cases, you may not have the necessary information, such as commodity codes or capital assets information. Coordinate with your Requester to determine what information you should provide and what information will be added or corrected by the Requester.

Assign your cart to a Requester

- A**ssign your cart** to a Requester by clicking the **Assign Cart** button at the top of the page and choosing your assignee. You can set up frequently-used assignees in the Default User Settings section of your AggieBuy Profile. These assignees will appear in a drop-down menu when you click the Assign Cart button.

- Until the cart is checked out by the Requester, you have the option of **unassigning** it. To find your shopping cart, click on the cart icon on the left side of the screen. Choose **My Carts and Orders**, then **View Draft Shopping**

Carts. Find your cart in the section titled **My Draft Carts Assigned to Others** and click the **Unassign** button to the right of the cart listing.