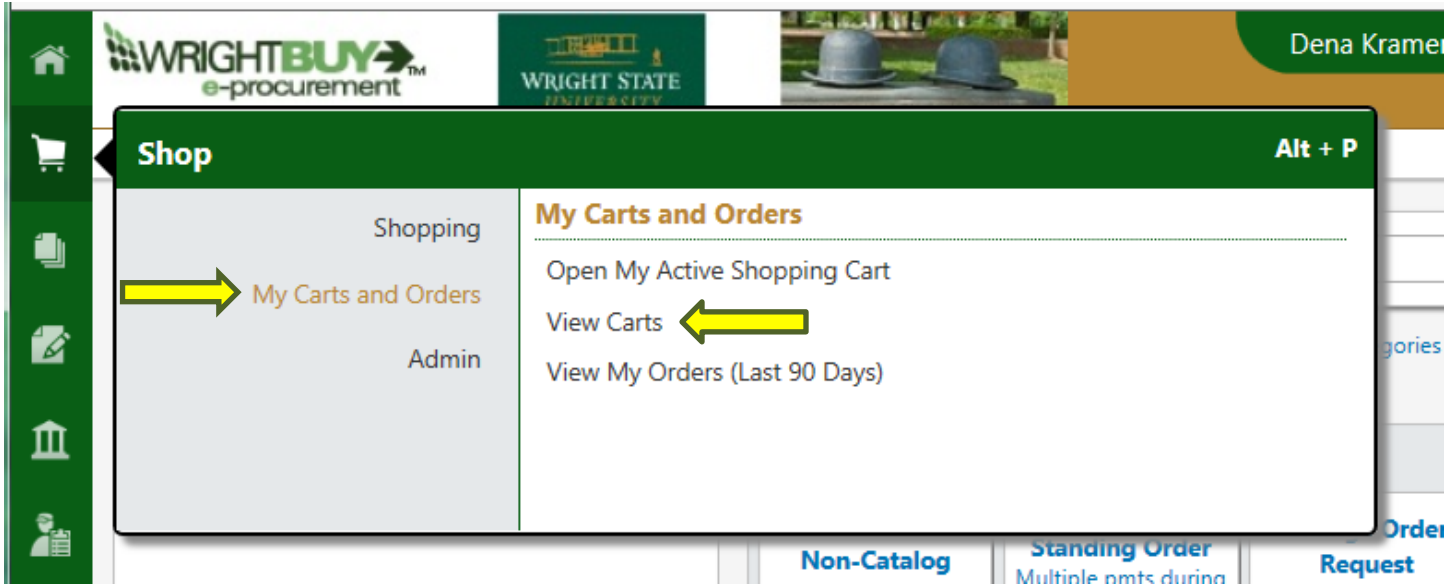


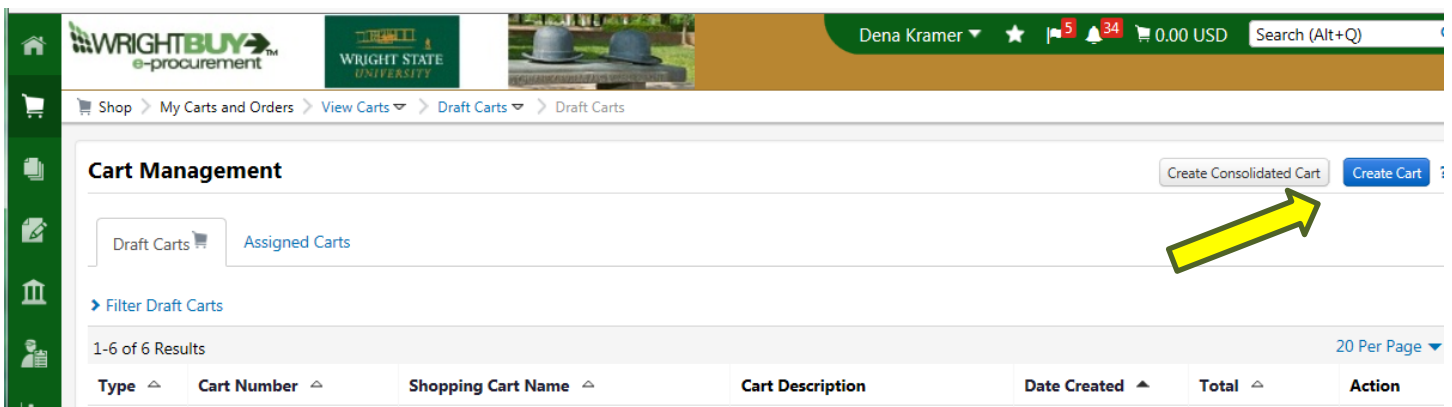
QuickGuide

Creating a new cart in WrightBuy

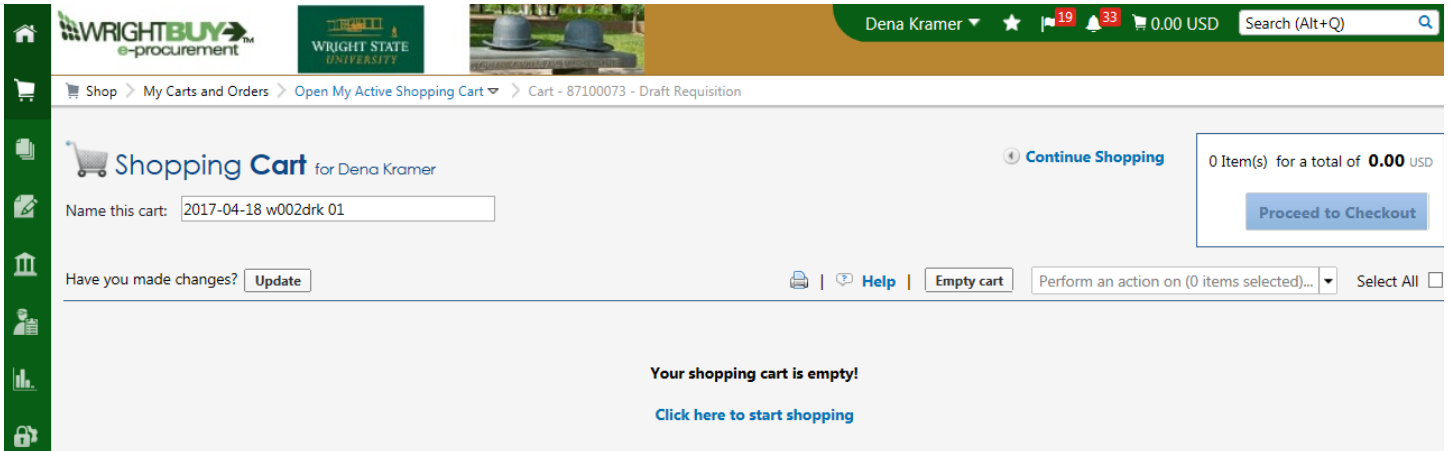
Hover over the Shopping Cart icon in the green ribbon on the left side of the WrightBuy home page. Then go over to My Carts and Orders and hover over it. From there, click on View Carts.



On the next screen, which is your Draft Shopping Carts screen, click on the Create Cart icon



After you click on the Create Cart icon, you will be taken to a new shopping cart screen that looks like this. Your new cart will be empty as shown.



You can go back to your Draft Shopping Carts page if you wish and see the empty shopping cart is there before you start processing a new requisition. The new cart you created will automatically be your active cart (has blue icon showing Active).

Now you can go back to the home page and go to the appropriate form to start a new requisition. The new requisition will go to the new empty shopping cart and will not mix with another draft shopping cart you are holding.

