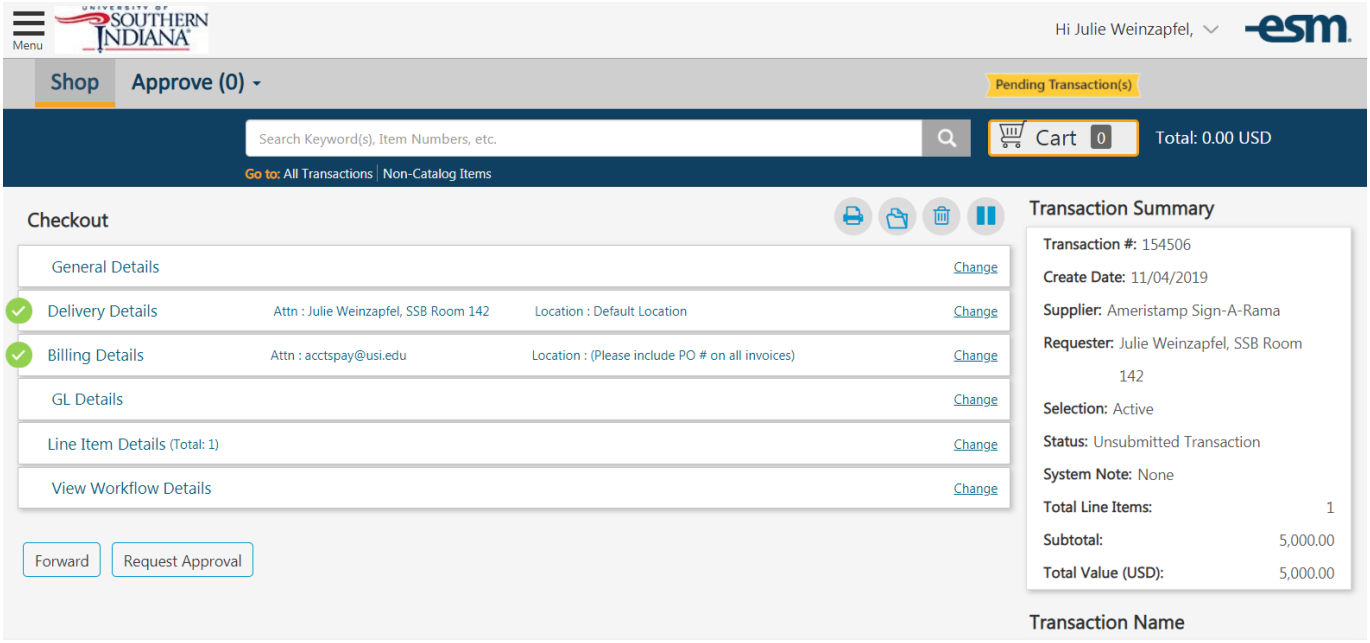
BuyUSI

Cart Forward Guide

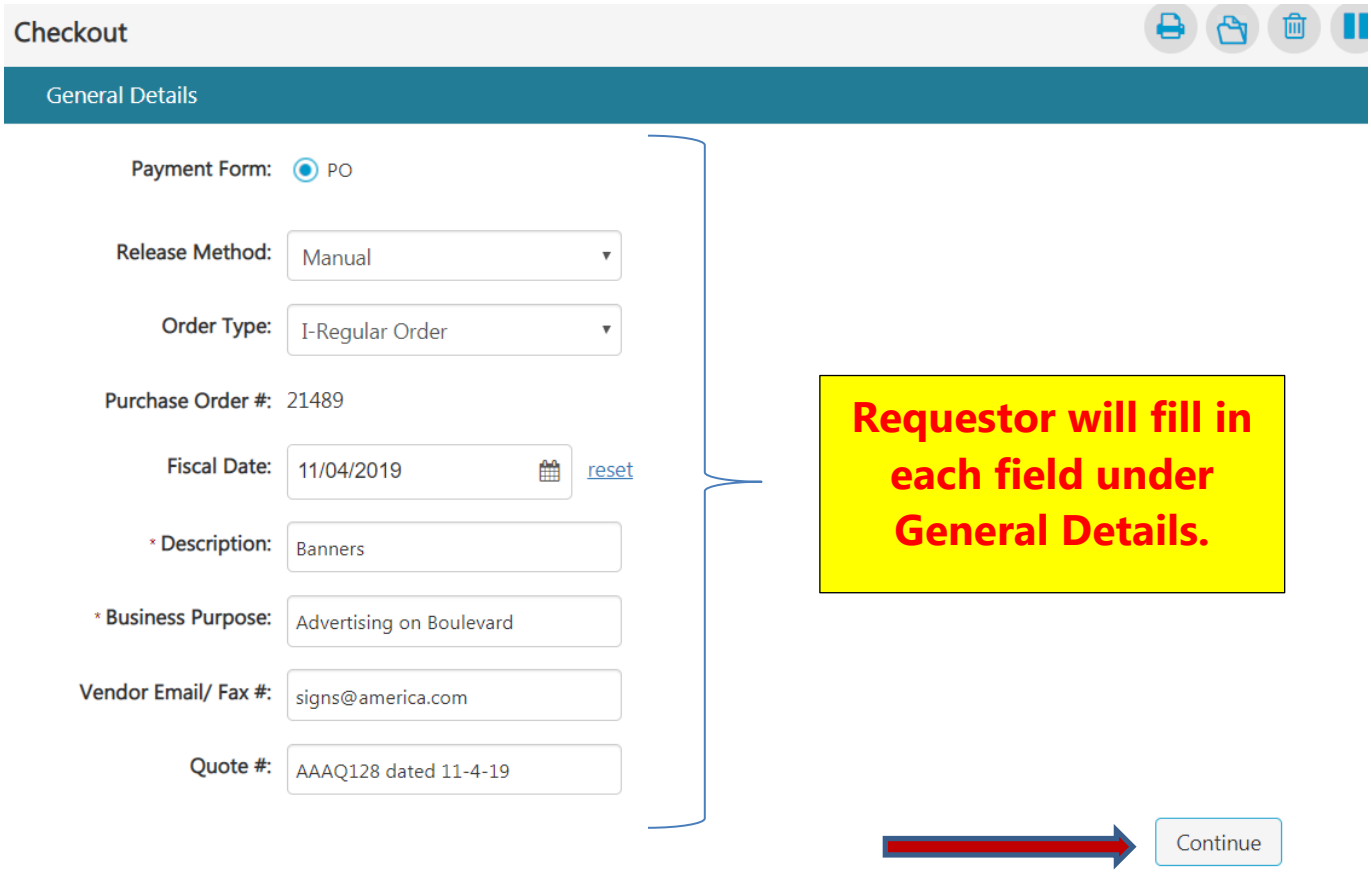
What is Cart Forward?

The Cart Forward feature allows designated users (such as summer interns or graduate assistants) to shop the BuyUSI catalogs and fill a cart with the items needed. This feature may also be used for non-catalog requests. The cart is then forwarded to another user for purposes of completing the transaction (FOAP, workflows, etc.) and approving the purchase.

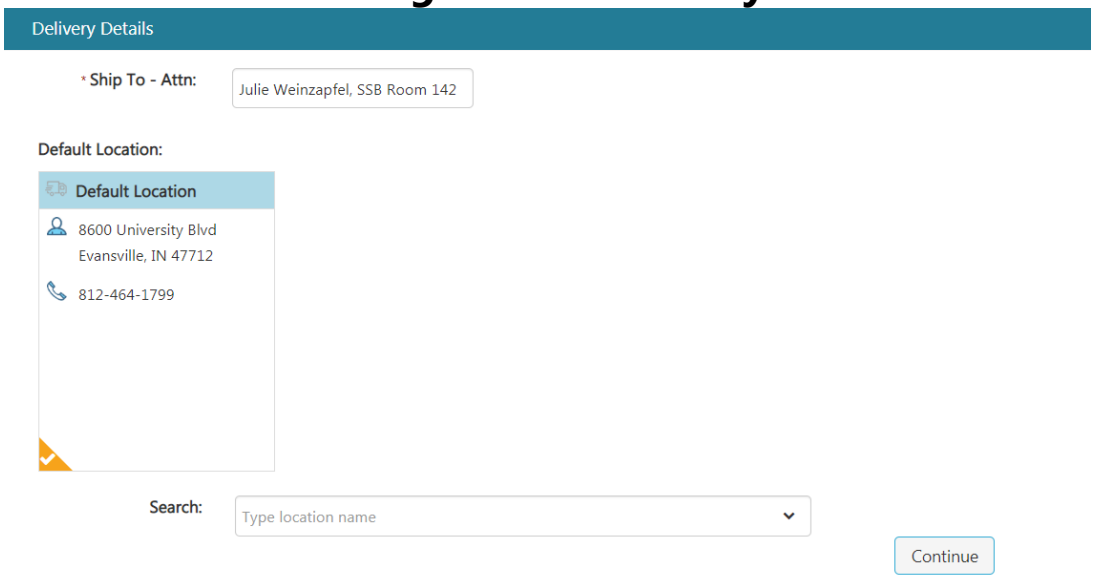
- **Requestor will create a transaction:**



- **Requestor will fill out the General Details section of the transaction:**

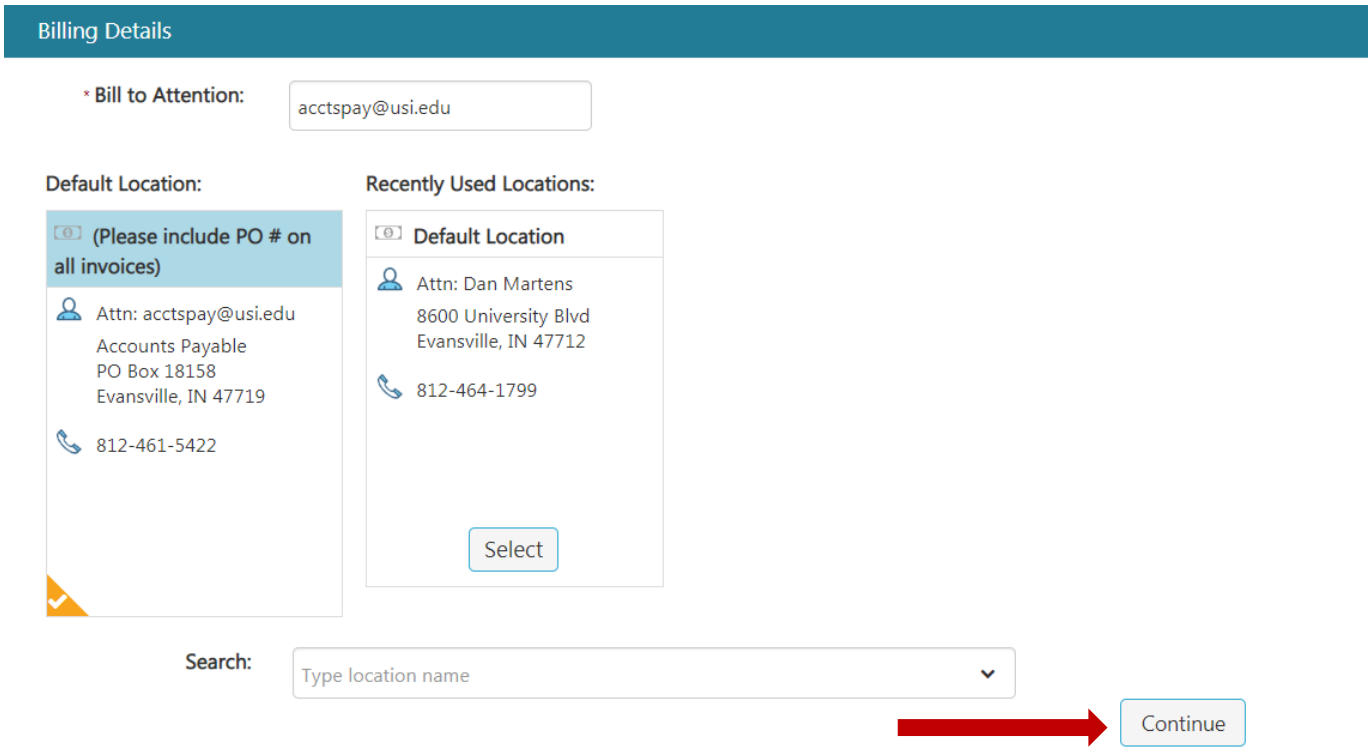


- **Delivery Details:**
  The "Ship To-Attn" field defaults to the requestor. If the shipment should be sent to someone other than the requestor, make that change under Delivery Details:

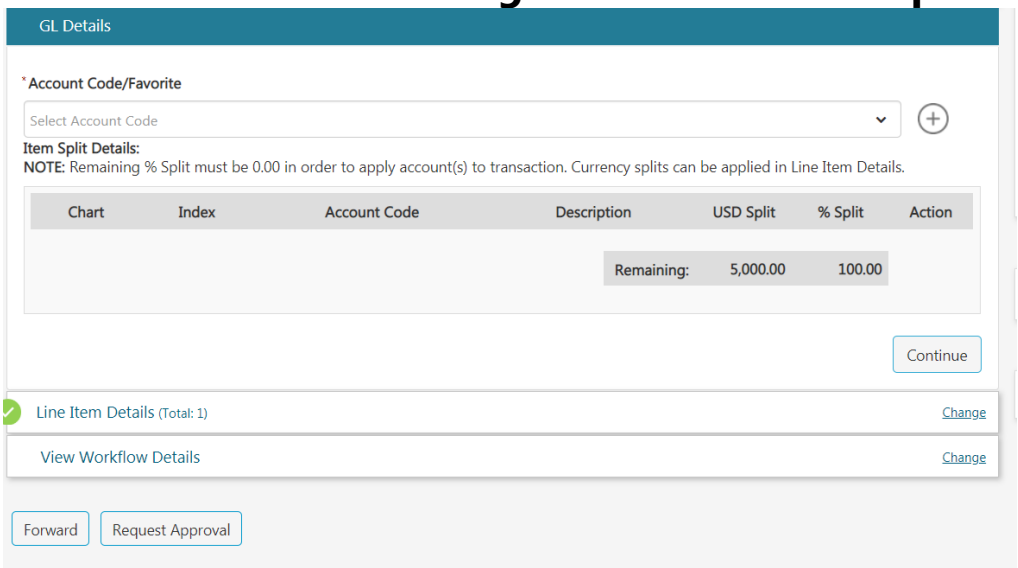


- **Click "Continue" to save the change and move to the next section.**

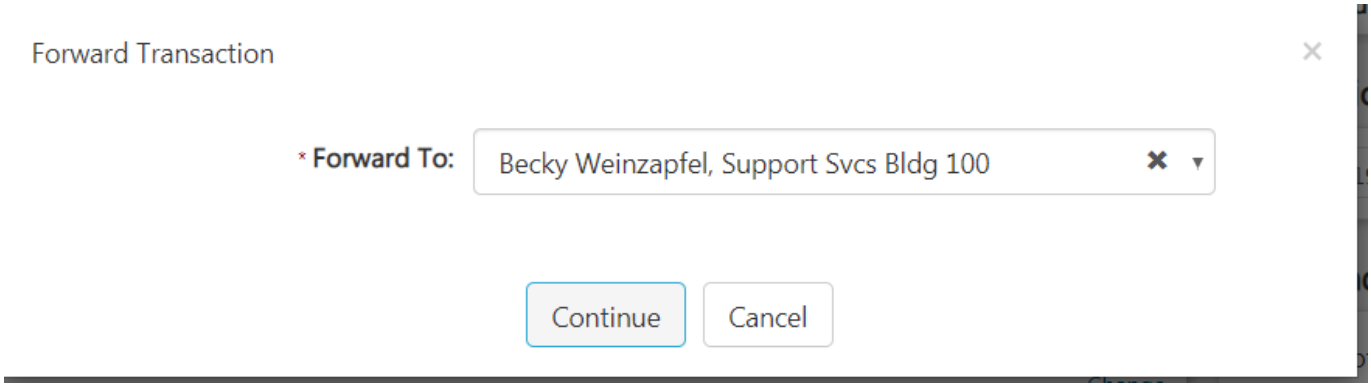
- **Billing Details:**
  This is a default field, click "Continue" to proceed.



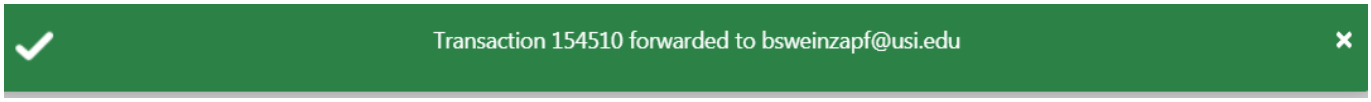
- **Click on "Forward" to begin the cart forward process.**



- **A new window will pop up allowing the requestor to enter the name of the person they will forward the cart to**



- **Click continue to proceed.**
  Requestors will receive notification that the transaction has been forwarded:



- **Requestors can refresh their screen to remove the transaction from view.**

- **Once the cart has been forwarded, the person who initiated the transaction can no longer see the transaction. The person who receives the cart through the cart forward function becomes the requestor for the transaction. They will complete the transaction and request approval. The transaction will become part of their checkout history.**