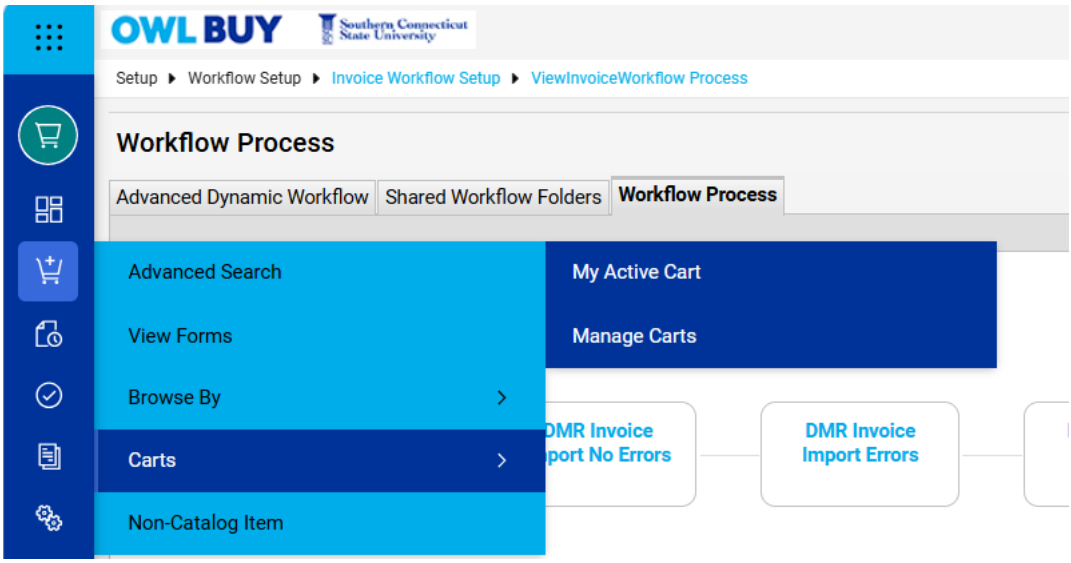
Managing Your Cart

OWL Buy allows users to create, maintain and organize shopping carts before submitting a requisition. Users may have multiple carts in progress at the same time and can update, move, assign, or delete cart items as needed.

1. Viewing Your Shopping Carts

To access your shopping carts:

- Select the **Shopping Cart** icon.
- Choose one of the following options:
    - **My Active Cart-** The **Active Cart** is your current shopping cart. Newly added items are placed into this cart by default. From the Active Cart you can review selected items, update quantities, remove items, continue shopping, or proceed to checkout.
    - **Manage Carts-** Select **Manage Carts** to view all carts available to you, including:
        - Draft carts you created
        - Carts assigned to you by another user
        - Previously used carts
        - From the Manage Carts page users may open a cart, activate a cart, or delete a cart.



2. Updating Item Quantities

Item quantities may be updated at any time before the requisition is submitted.

- You can modify item quantities at any time before submitting the requisition.
    - Open your shopping cart.
    - Locate the item you wish to update.
    - Enter the revised quantity in the **Quantity** field.
    - Select **Update** if prompted.
    - Verify the revised cart total.

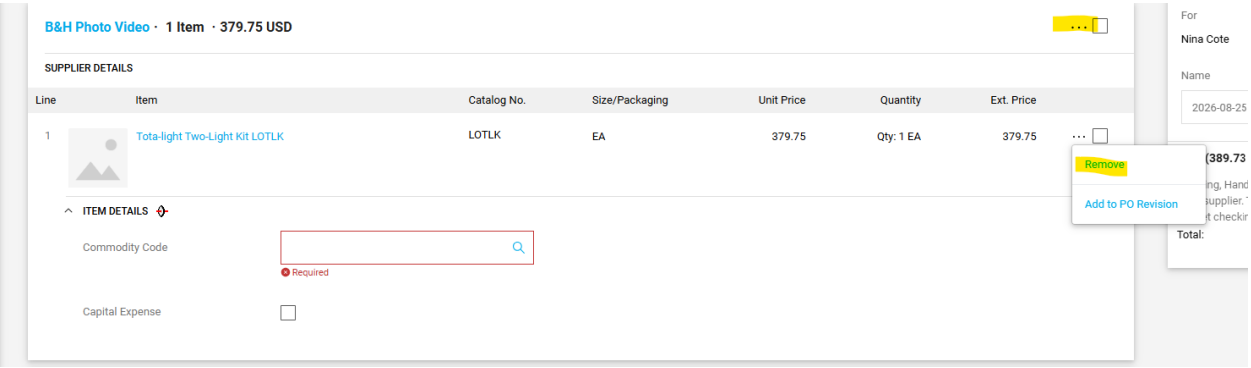
Note: Punch-out catalog items require you to return to the supplier's website to modify quantities or item configurations.

3. Removing Items from a Cart

If an item is no longer needed, it can be removed from the cart prior to checkout.

- Open your shopping cart.
- Locate the item you wish to remove.
- Select the three dots and select **Remove**

The item will be removed immediately and the cart total will update automatically.



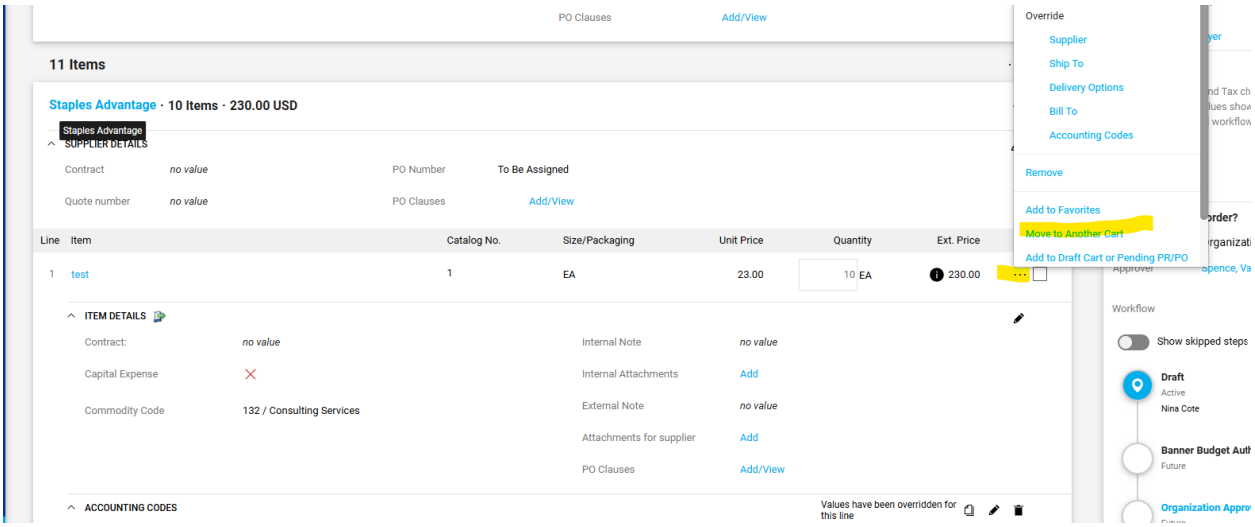
4. Moving Items to a New Shopping Cart

- OWL Buy allows users to move items from one shopping cart to another.

To move items to a new shopping cart:

1. Open the cart containing the item(s) you wish to move.
2. Select the three dots next to the item(s).
3. Select **Move to Another Cart.**
4. Choose **New Cart** or an existing cart.

5. Select **Move.**

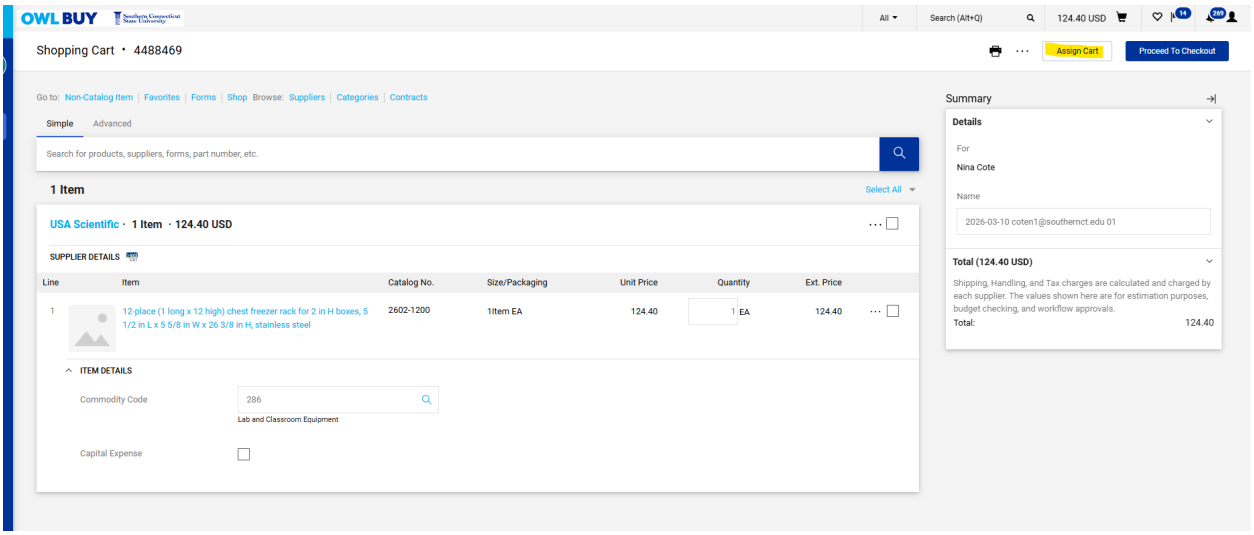


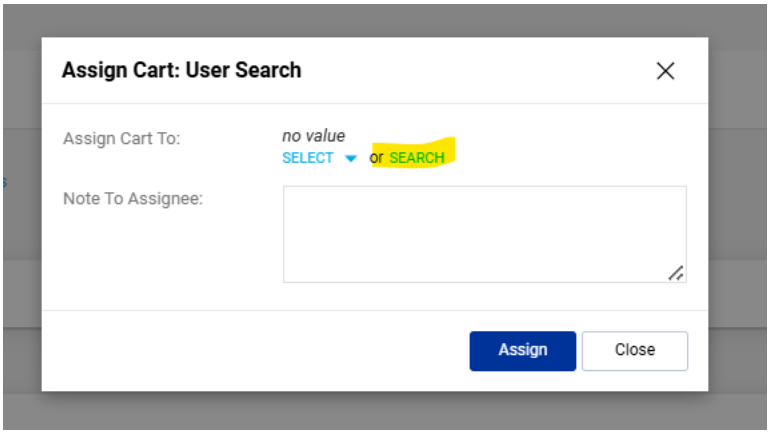


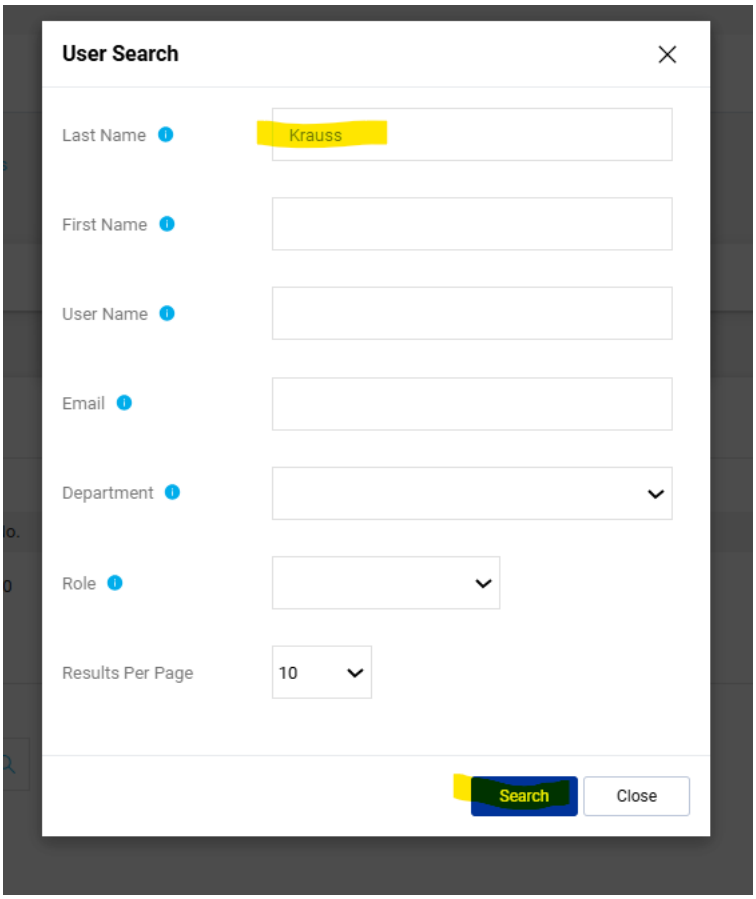
5. Assigning a Cart to Another User

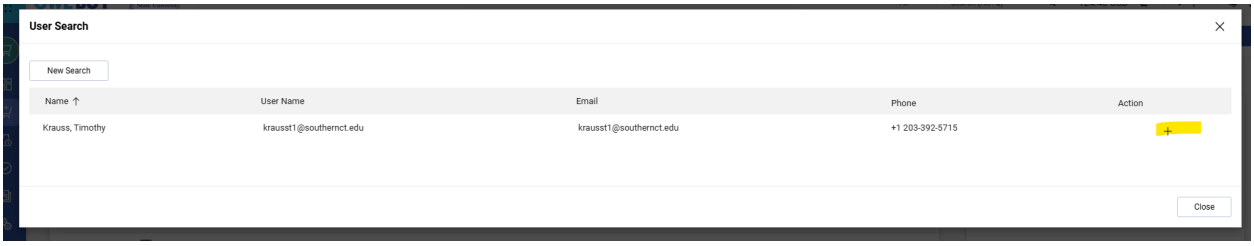
Shoppers can assign a shopping cart to another user for review, editing, or submission. This is commonly used when a Shopper creates a cart and then assigns it to a Requestor to complete the requisition process. To assign a cart:

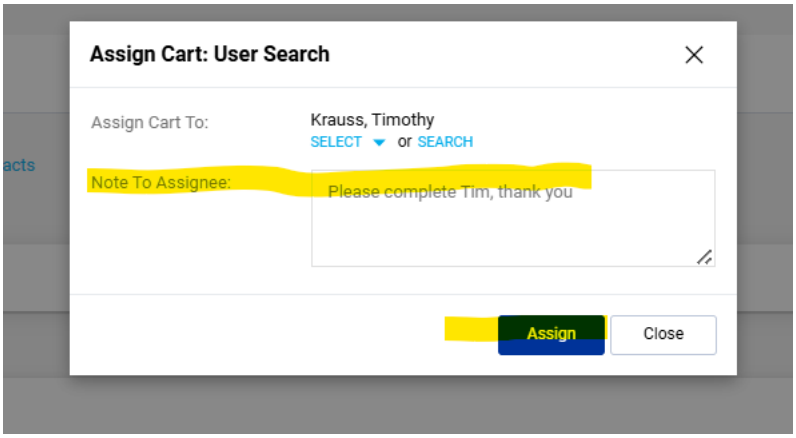
- Open the shopping cart you wish to assign.
- Select **Assign Cart**.
- Search for and select the user to whom you would like to assign the cart.
- Enter any comments or instructions, if needed.
- Select **Assign**.
    - Once assigned, the cart will appear in the recipient's **Manage Carts** page under **Carts Assigned to Me**.
    - After assigning a cart, the recipient becomes responsible for any additional updates and submission of the requisition. If further changes are needed, the cart can be reassigned to another user as appropriate.


OWL BUY
Southern Connecticut State University
All
Search (Alt+Q)
124.40 USD
Shopping Cart • 4488469
Assign Cart
Proceed To Checkout
Go to: Non-Catalog Item | Favorites | Forms | Shop Browse: Suppliers | Categories | Contracts
Simple
Advanced
Search for products, suppliers, forms, part number, etc.
1 Item
Select All
USA Scientific · 1 Item · 124.40 USD
SUPPLIER DETAILS
Line
Item
Catalog No.
Size/Packaging
Unit Price
Quantity
Ext. Price
1
12-place (1 long x 12 high) chest freezer rack for 2 in H boxes, 5 1/2 in L x 5 5/8 in W x 26 3/8 in H, stainless steel
2602-1200
1Item EA
124.40
1 EA
124.40
ITEM DETAILS
Commodity Code
286
Lab and Classroom Equipment
Capital Expense
Summary
Details
For
Nina Cote
Name
2026-03-10 coten1@southernct.edu 01
Total (124.40 USD)
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.
Total:
124.40

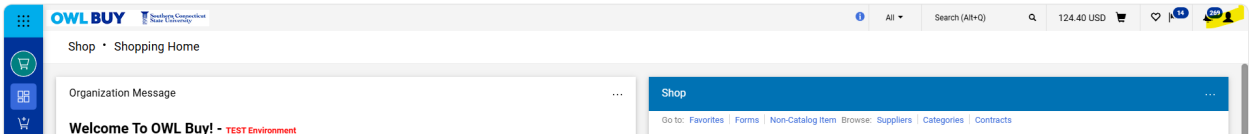

Assign Cart: User Search
Assign Cart To:
no value
SELECT
or SEARCH
Note To Assignee:
Assign
Close

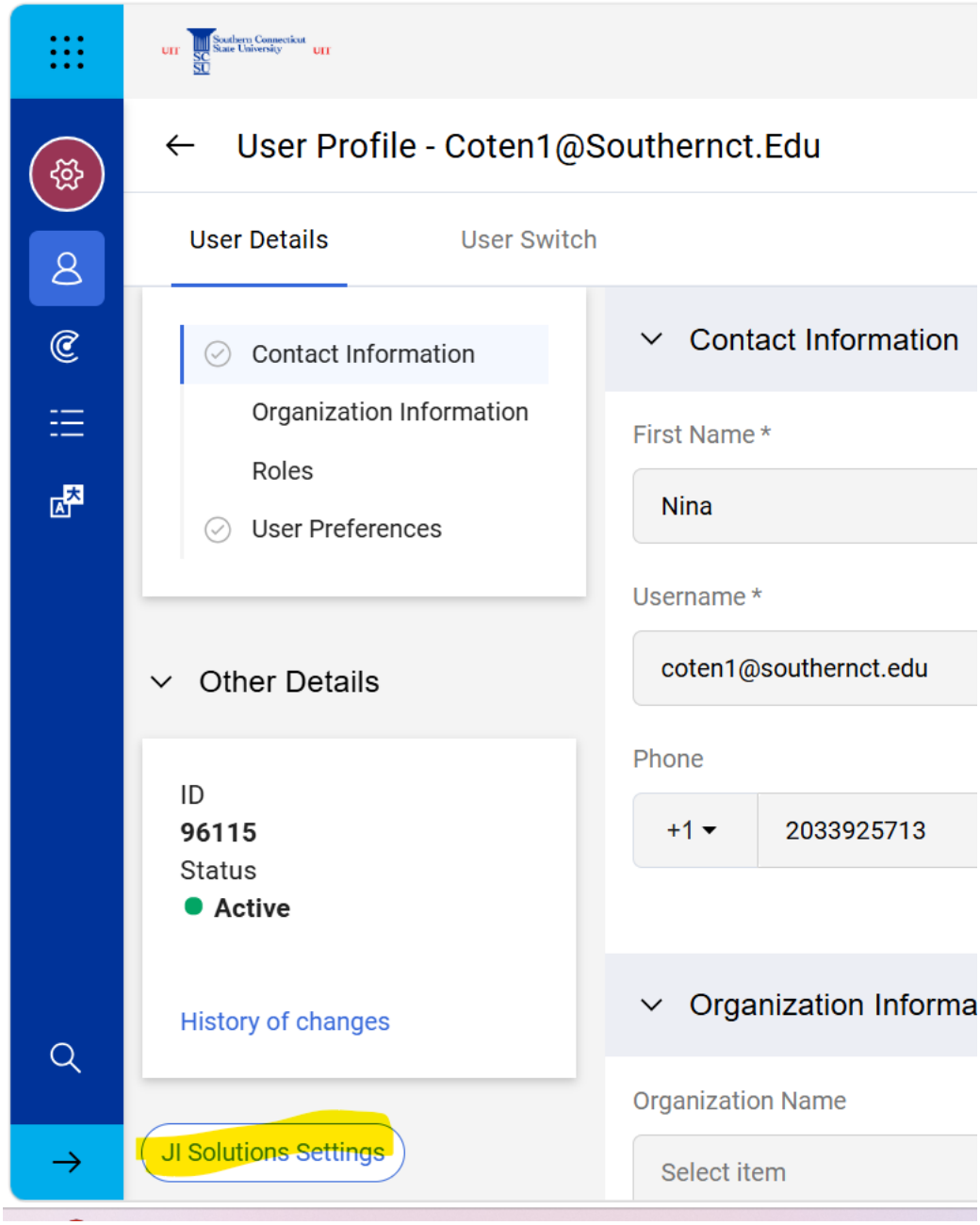

User Search
Last Name
Krauss
First Name
User Name
Email
Department
Role
Results Per Page
10
Search
Close

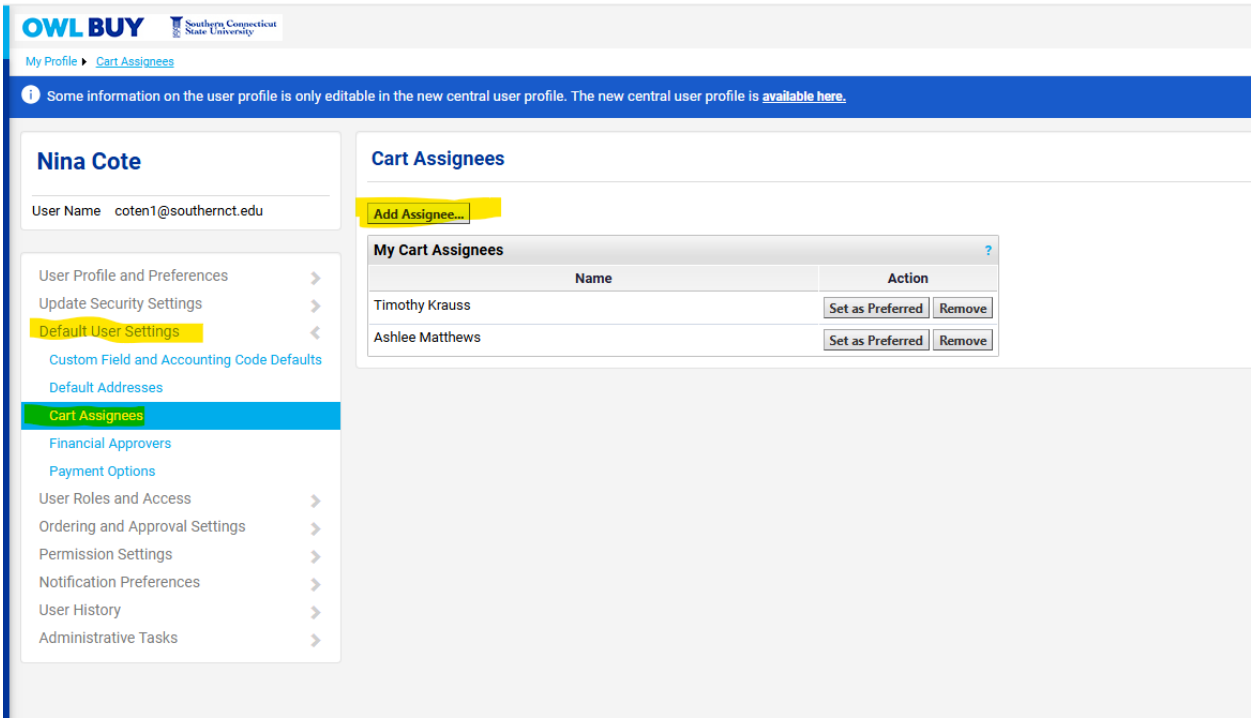

User Search
New Search
Name
User Name
Email
Phone
Action
Krauss, Timothy
krausst1@southernct.edu
krausst1@southernct.edu
+1 203-392-5715
Close


Assign Cart: User Search
Assign Cart To:
Krauss, Timothy
SELECT
or
SEARCH
Note To Assignee:
Please complete Tim, thank you
Assign
Close

- **Setting a Default Cart Assignee-** If you regularly assign shopping carts to the same user, you can add them as a preferred assignee in your profile settings. This allows you to quickly select them when assigning carts in the future. To add a default cart assignee:
    - Select **My Central User Profile**.
    - Navigate to **JAGGAER Solutions Settings**.
    - Select **Default User Settings**.
    - Select **Cart Assignees**.
    - Search for and add the user(s) you frequently assign carts to.
    - Mark the appropriate user as **Preferred**.
    - Save your changes.
        - Once configured, your preferred assignee will appear as a suggested option when assigning shopping carts, making the assignment process faster and more efficient.




User Profile - Coten1@Southernct.Edu
User Details
User Switch
Contact Information
Organization Information
Roles
User Preferences
Other Details
ID
96115
Status
Active
History of changes
JI Solutions Settings
Contact Information
First Name *
Nina
Username *
coten1@southernct.edu
Phone
+1
2033925713
Organization Informa
Organization Name
Select item


OWL BUY
Southern Connecticut State University
My Profile
Cart Assignees
Some information on the user profile is only editable in the new central user profile. The new central user profile is available here.
Nina Cote
User Name coten1@southernct.edu
User Profile and Preferences
Update Security Settings
Default User Settings
Custom Field and Accounting Code Defaults
Default Addresses
Cart Assignees
Financial Approvers
Payment Options
User Roles and Access
Ordering and Approval Settings
Permission Settings
Notification Preferences
User History
Administrative Tasks
Cart Assignees
Add Assignee...
My Cart Assignees
Name
Action
Timothy Krauss
Set as Preferred
Remove
Ashlee Matthews
Set as Preferred
Remove