**Shared Cart**

**Items to Consider and Decide:**

- Which users in your area will have access to create and maintain shared cart user groups?

- What shared cart user groups make sense for your area to create?

**Recommendations:**

- The user that originally creates the shared cart should be responsible for proceeding to checkout & assigning cart/placing order when ready.

- The user that originally creates the shared cart should add accounting codes, shipping information, & notes/attachments at the header.

- Each user in the shared cart group should be responsible for editing the accounting codes, shipping address, & notes/attachments for their line items if they are different from the header.

  - *NOTE: For Office Depot orders, keep in mind that the $35.00 minimum order is per shipping address.*

- When receiving, if a cart is shared between users in the same department, it is recommended that the user that creates the cart and header information completes the receiving for the order.