# Combining Carts

Requestors can combine items from various carts into a single cart. This advanced feature may be advantageous for groups with numerous Shoppers who may all be ordering from the same supplier. Example: Several researchers in a lab have created carts with items from Supplier A. These researchers assign their carts to the lab manager, who is their Requestor. The lab manager knows that Supplier A has a hefty shipping charge per order, so they combine all items for Supplier A into a single cart. Thus the lab can save on shipping costs.

1. Multiple carts are assigned to a single Requester for items from a single supplier.
2. Requester goes to **Cart Icon → My Carts and Orders → View Carts**.
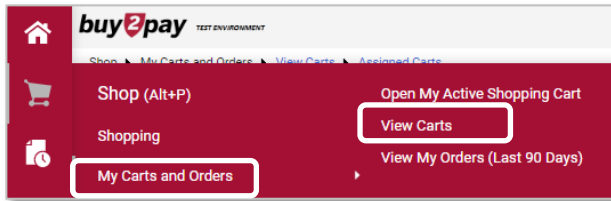

3. Click **Create Cart**, enter a name for the combined cart (choose something that will help you distinguish it from your other carts). It will be in your **Draft Carts**.
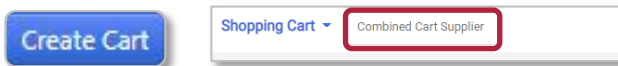

4. Now go to **Cart Icon → My Carts and Orders → View Carts** and navigate to your **Assigned Carts** tab. Open one of the carts that was assigned to you by a Shopper with items from Supplier A.
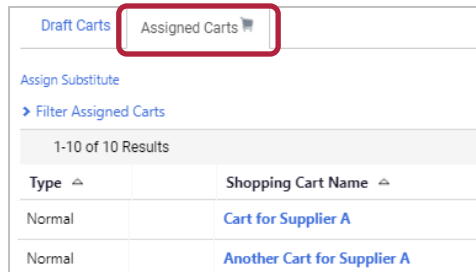

5. To move a single line item to your newly created 'combined cart', click the (…) next to the individual line item and select **Move to Another Cart**.
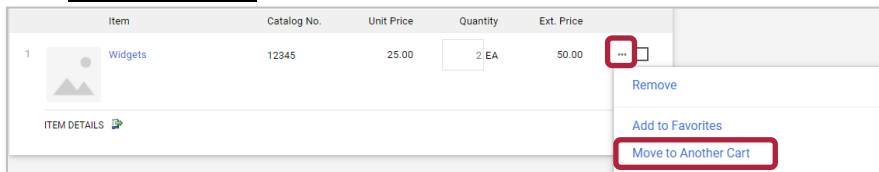

6. To move multiple items to your newly created 'combined cart', click the checkboxes next to the items that you want to move and then click the arrow in the line level header to select **Move to Another Cart** for all the selected items.
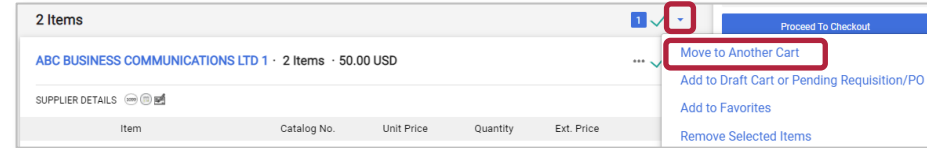
7. A pop-up window appears. Click the radio button to select a cart (i.e. the cart you created in step #3) and click **Move**.

8. Repeat the process until all the relevant items from the multiple carts have been moved into the new 'combined' cart. Open that combined cart (found in **Draft Carts**) and click **Proceed to Checkout** to follow the standard checkout process.

9. NOTE: All items must have the identical **Ship To** information in order to generate a single PO and benefit from a single shipping charge. To double-check this:

   • Scroll down to the **Lines** section on the **Summary** tab and confirm that all items have the identical **Ship To** address. You can edit the individual **SHIPPING ADDRESS** by clicking the **pencil icon**.
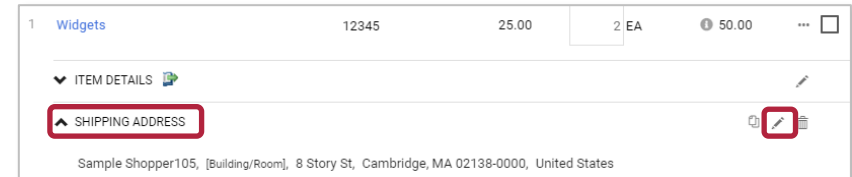
   • Alternatively, you can go to the **Ship to & Bill to** section on the **Summary** tab and click **Copy to other lines**.
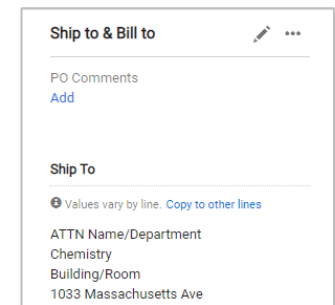
You can use the line level notes to distinguish who the items are for. These notes (both internal and external) can be found in the **ITEM DETAILS** section within the individual line level. Click the **pencil icon** to edit the notes and click **Save**.