General Information about Shopping Carts

As in any online ordering system, shopping on the McGill MarketPlace is done with the popular shopping cart model. And just like in a shopping mall, the McGill MarketPlace is composed of multiple vendors and you must use a different shopping cart for each vendor.

Naming Your Shopping Carts

By default, when a cart is created it is assigned a generic name in the form [today’s date + user ID + a sequence number] such as [2005-11-01 NLAGUE 01]. For easier tracking, you can opt to give it a more meaningful name such as [Dr. Smith’s toner].

Pending Carts and Your Current Cart

Until you place an order, a shopping cart remains Pending. To see your list of all such carts, go to the My Shopping Carts tab → Pending Carts on the MMP home page. All your Pending carts remain in this list until you either delete them or send them to the vendor.

Among all your pending carts, only one can be selected at a time; this is your Current Cart. Any item you select / send to a cart will be placed in your Current Cart. To change the current selection, click on a different cart on your list of Pending Carts.

Once you place an order with a vendor, MMP gives you a requisition number and the cart disappears from the list of Pending Carts. The name of your cart becomes the requisition name.