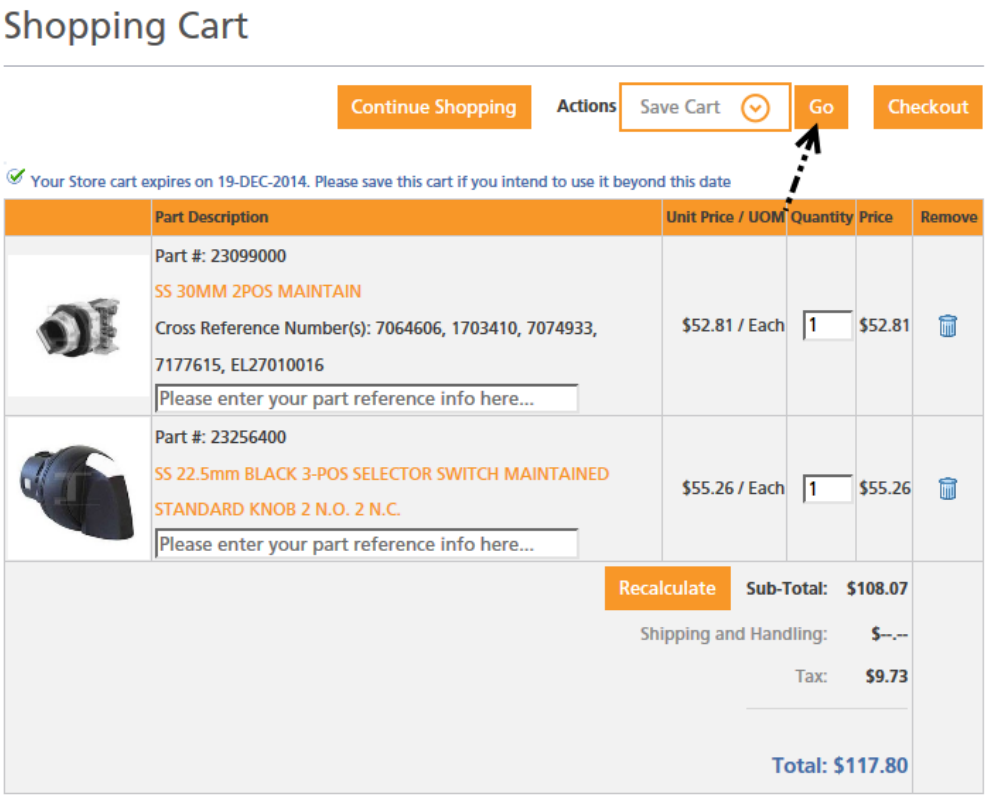
OnTimeParts.com Tutorial: Saving, Updating and Sharing a Cart

Intelligrated allows the user to save multiple carts on OnTimeParts.com. This allows the user to assemble orders and save them until you are ready to purchase, which can be very convenient if you are gathering information for a project. You can create and save as many carts as you like, but there is a 30-day expiration date. If you would like your parts to be saved for longer than 30 days, we recommend you use the "Saved List" function.

The Save Cart feature is only available from within an active Shopping Cart.

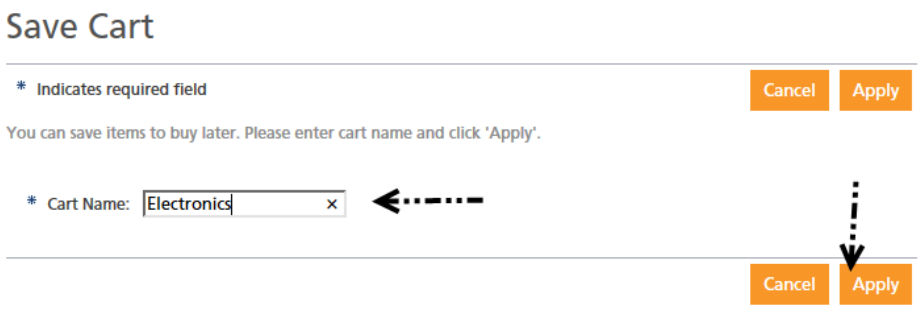
To save a Cart:

- After you've added all the parts to your cart that you're interested in saving to a Cart, make sure the "Actions" field says "Save Cart" and click on the "Go" button.



- After clicking on the “Go” button, you will be taken to a page where you will be asked to name your cart and then save it by clicking the “Apply” button. If you click on the “Cancel” button, you will be redirected back to your active Shopping Cart.

- After entering a cart name and saving, you will be redirected to a Saved Cart Detail page.



Intelligrated®

Confirmation

Your current cart has been saved and you can access it under 'Carts'. A new cart has been created for you.

Saved Cart Details: Electronics

Continue Shopping

Customer Information	
Customer: Strategic Distribution Inc-Sdi Luke Hankins lhankins@intelligrated.com	
Shipping Information	**Billing and Payment Information**
Ship To: Luke Hankins XYZ Packaging & Distribution 321 S. Front Ave Memphis, TN 37501 UNITED STATES	Bill To: Luke Hankins XYZ Packaging & Distribution 804 Park Drive Miami Beach, FL 33140 UNITED STATES
Shipping Method: Factory Choice	Payment Type:
Shipping Instructions:	Purchase Order No:
Packing Instructions:	
Shipment Priority:	

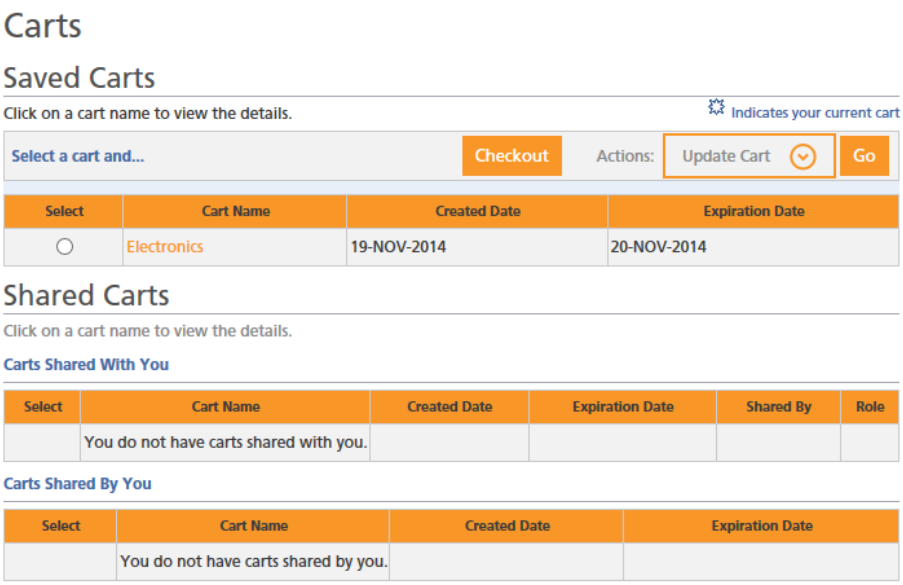
	Part Description	Unit Price / UOM	Quantity	Price
	Part #: 23099000 SS 30MM 2POS MAINTAIN Cross Reference Number(s): 7064606, 1703410, 7074933, 7177615, EL27010016	$52.81 / Each	1	$52.81
	Part #: 23256400 SS 22.5mm BLACK 3-POS SELECTOR SWITCH MAINTAINED STANDARD KNOB 2 N.O. 2 N.C.	$55.26 / Each	1	$55.26

Sub-Total:	**$108.07**
Shipping and Handling:	**$--.--**
Tax:	**$9.73**
Total:	**$117.80**

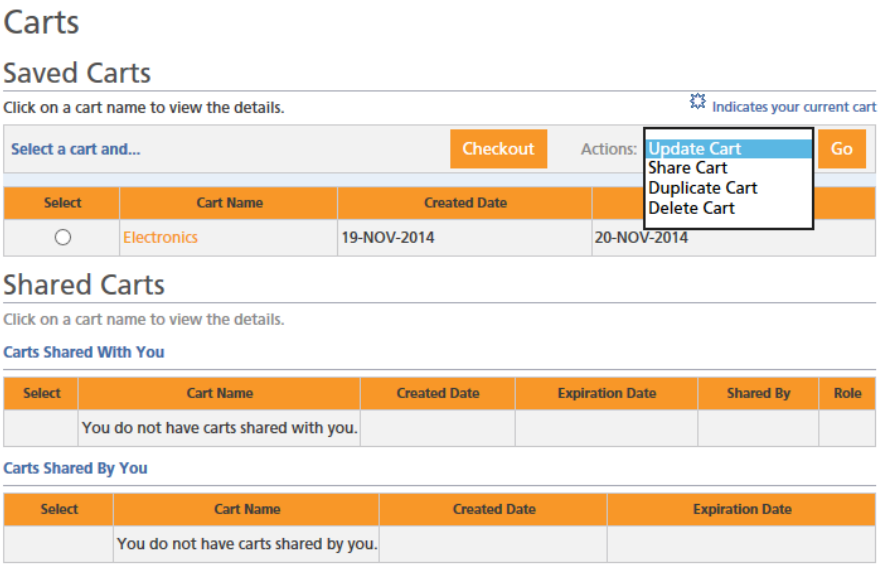
To access your saved cart in the future:

- Click on the “Cart” link located in the header.

- Once you click on the “Cart” link, you will be taken to your active Shopping Cart. From here you will click on the “Saved Carts” link located in the orange ribbon on the left hand side of the page. After clicking on the link, you will have access to view all the carts that you’ve saved, shared and carts that have been shared with you.

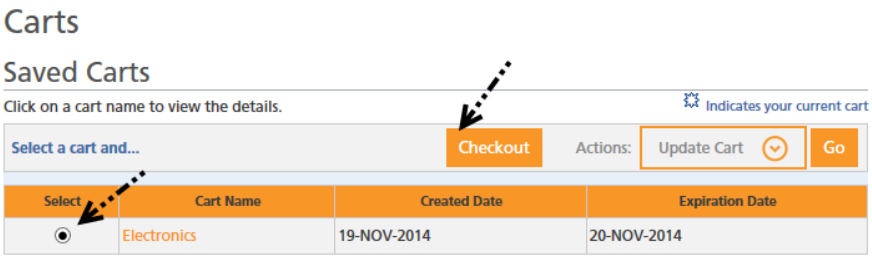


- Functions you can perform while on this page will revolve around the “Checkout” button and the “Actions” dropdown.

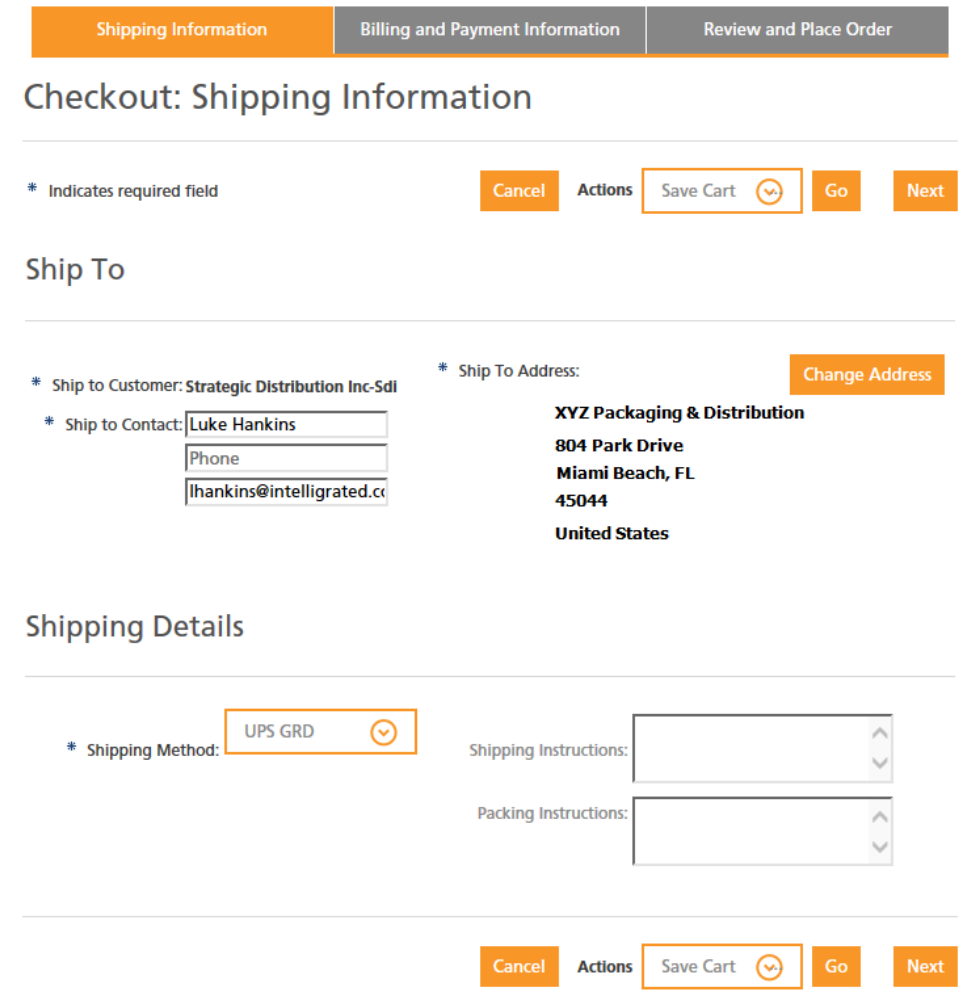


- In order to perform any of these functions, you must first select the cart and then the function you would like to perform.

To checkout a saved cart:

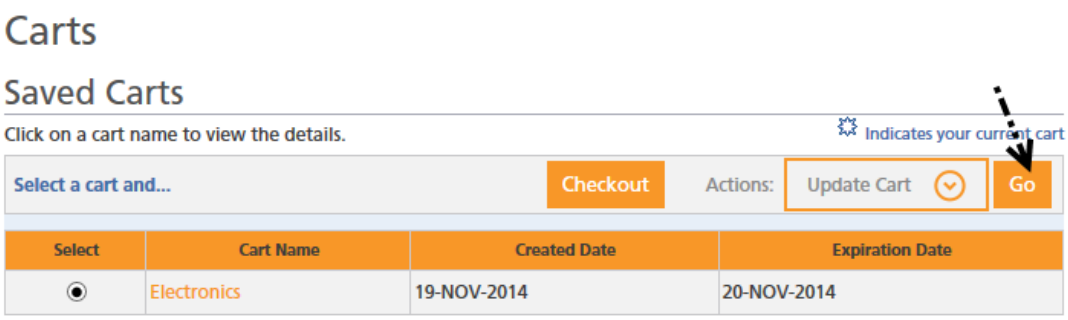


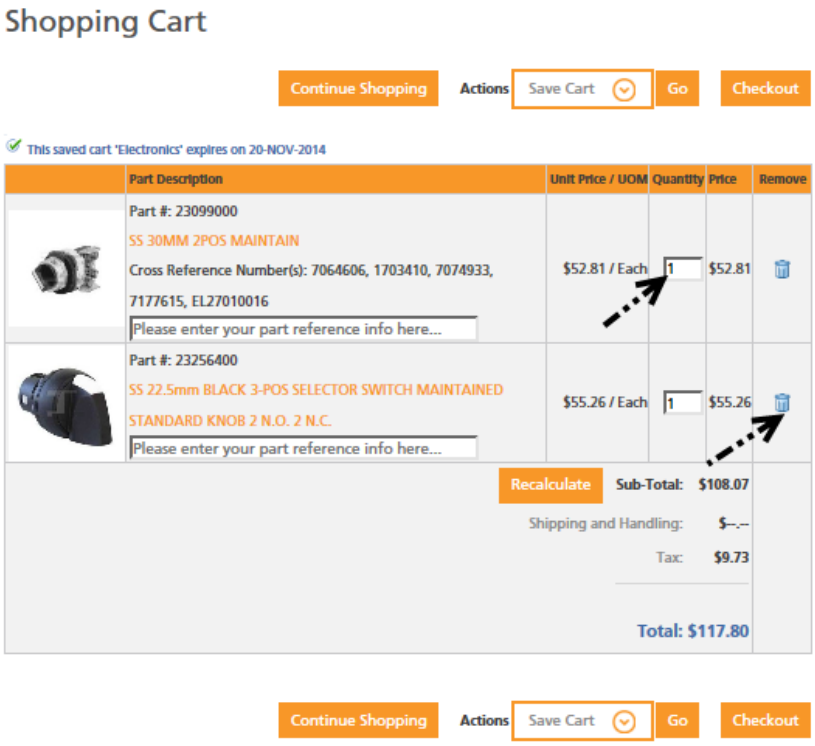
- Select a saved cart and click on the “Checkout” button. After clicking on “Checkout”, you will be taken directly to the first page of the checkout process.


Shipping Information
Billing and Payment Information
Review and Place Order
Checkout: Shipping Information
* Indicates required field
Cancel
Actions
Save Cart
Go
Next
Ship To
* Ship to Customer: Strategic Distribution Inc-Sdi
* Ship to Contact: Luke Hankins
Phone
lhankins@intelligrated.c
* Ship To Address:
Change Address
XYZ Packaging & Distribution
804 Park Drive
Miami Beach, FL
45044
United States
Shipping Details
* Shipping Method: UPS GRD
Shipping Instructions:
Packing Instructions:
Cancel
Actions
Save Cart
Go
Next

To update a saved cart:

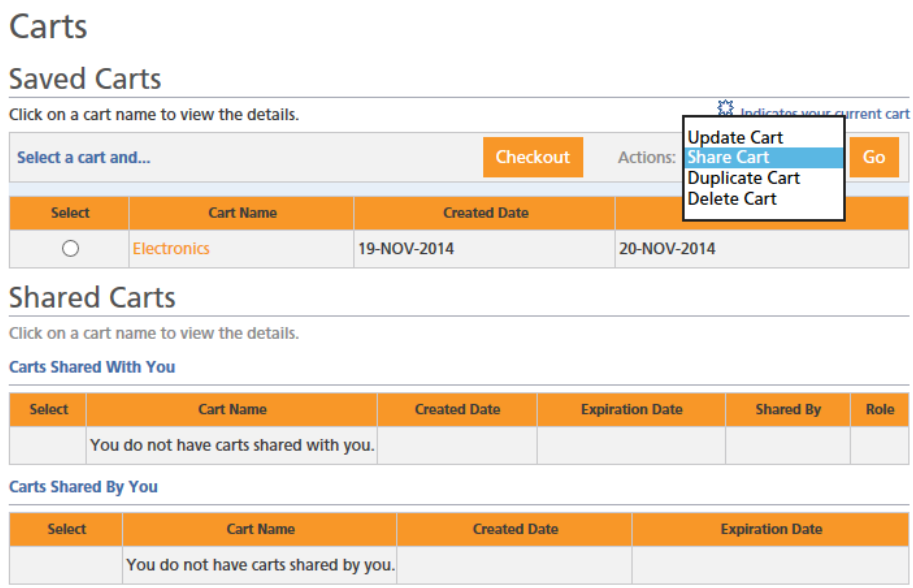
- To update a cart, choose “Update Cart” in the dropdown menu of the “Actions” dropdown. Then click the “Go” button. You will be taken to the Cart page where you can make changes to the quantity of parts in this saved cart or remove parts from the cart.



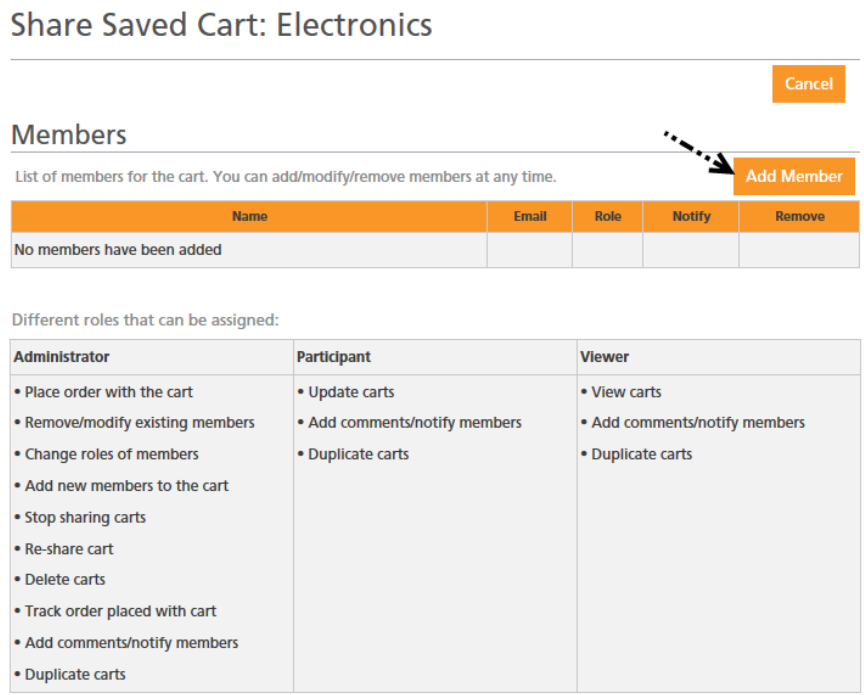


- After updating your cart, click on the “Recalculate” button to update your Cart. Then choose to either “Continue Shopping”, “Save Cart” or “Checkout”.

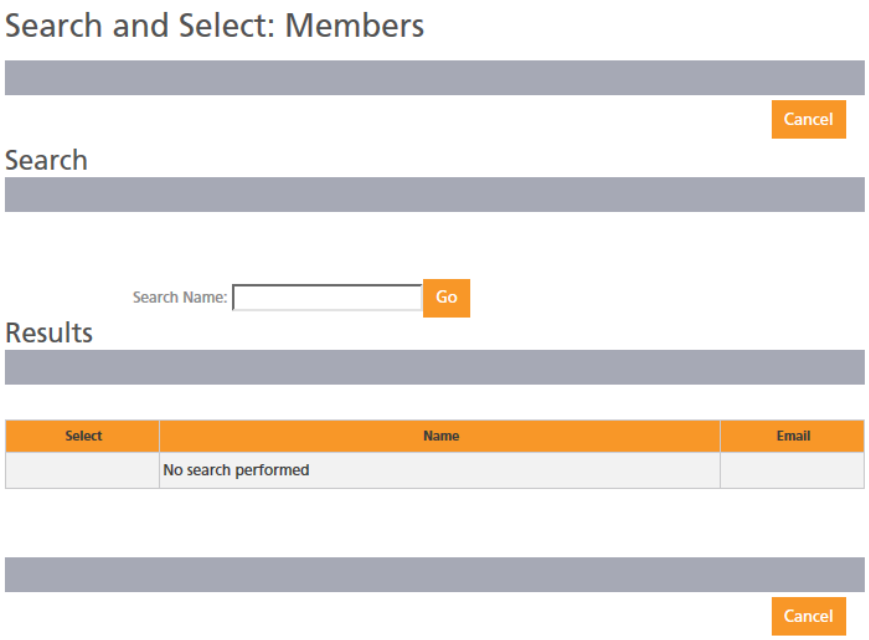
To share a saved cart:



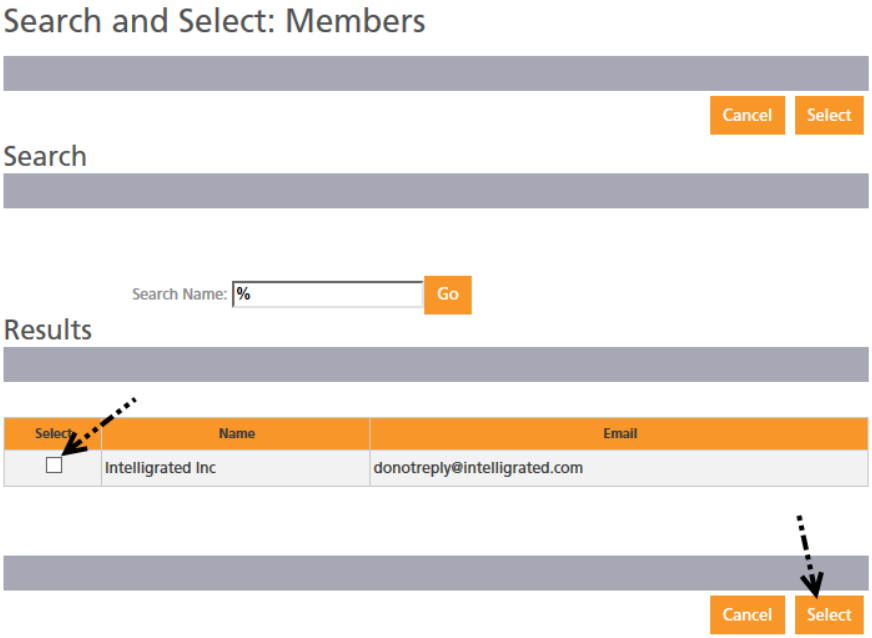
- After selecting the appropriate saved cart, then choose "Share Cart" from the "Actions" dropdown field. Click the "Go" button. You will be taken to a page where you can select who the cart will be shared with at your account. Carts can only be shared with other OnTimeParts users associated with your account.



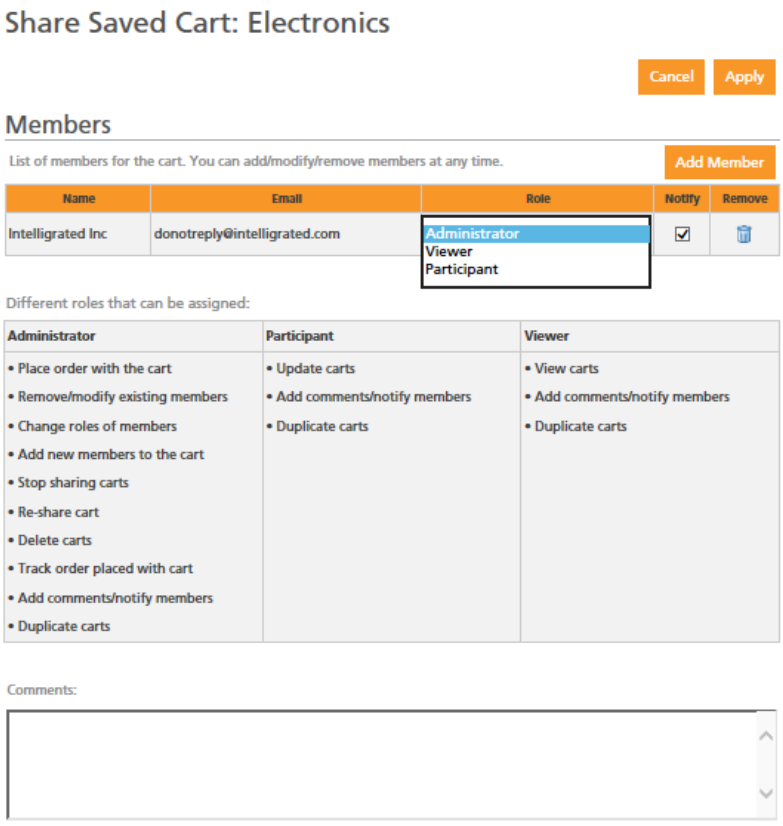
- By clicking on the “Add Members” button you will be taken to a search page.



- From here you can search for co-workers who have an OnTimeparts.com account by name or by using a percent sign (%) as a wildcard which gives all results.
- Once you have found the person you wish to share the cart with, check the box next to their name and then press the “Select” button.

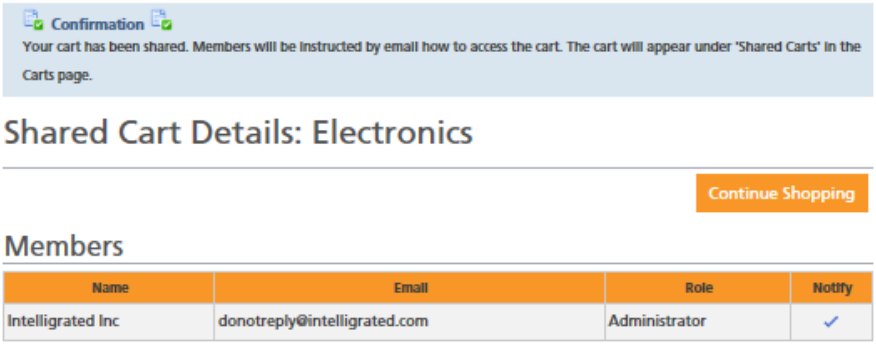


- After clicking the “Select” button, you will have the opportunity to choose which role you want that person to play in your cart and add any notes regarding the cart to that person. Choose the appropriate role based off of the functions listed for each role. The Notify checkbox, if checked, will send that user and email letting them know you’ve shared a cart with them.



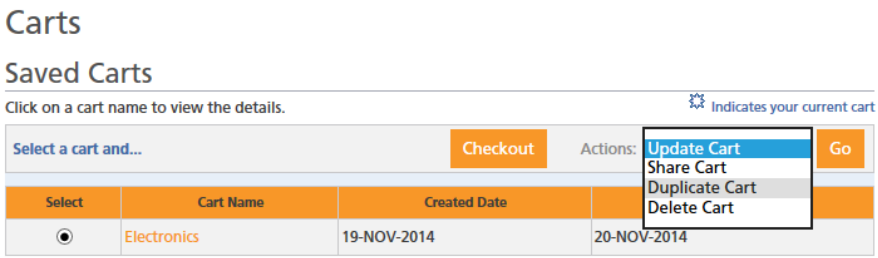
- You may add additional co-workers to share the cart with by following the same steps after clicking on the “Add Member” button.
- If you’ve added a co-worker in error, simply click on the trashcan icon to remove them.
- Once you are satisfied with your comments, the co-worker(s) this cart is being shared with and their role, click on the “Apply” button.

- After clicking on 'Apply,' you will be notified that the cart information has been emailed.

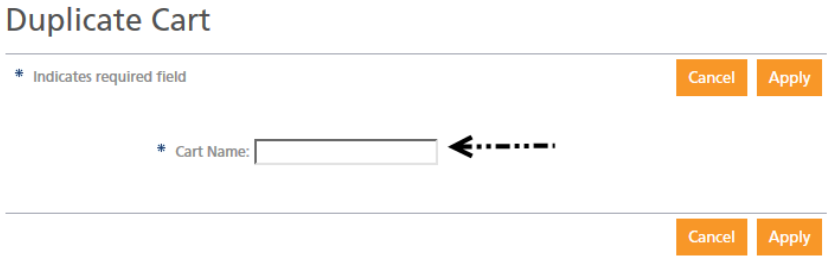


- From this page, click in the "Continue Shopping" button to be taken back to the homepage.

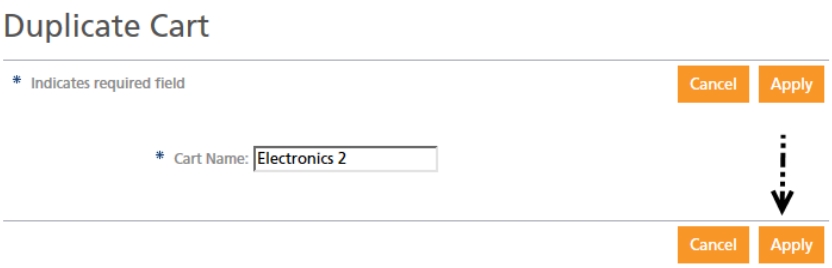
To duplicate a saved cart:



- Select the cart you wish to duplicate and select "Duplicate Cart" in the "Action" dropdown menu. Click on the "Go" button. You will be asked name your new cart.



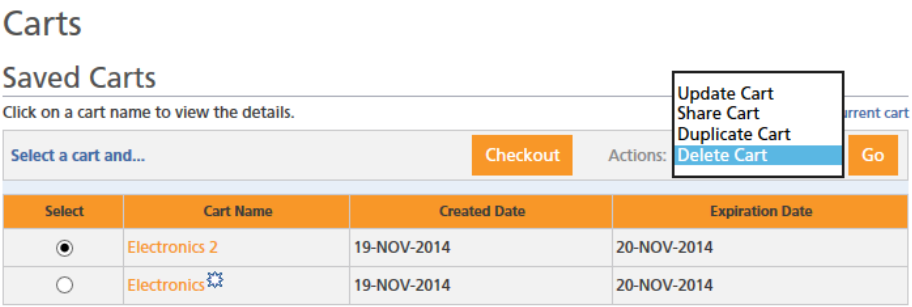
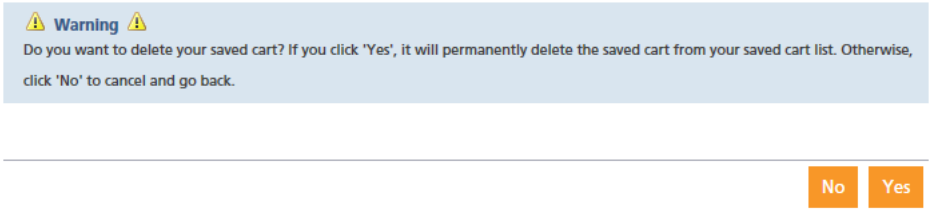
- After naming your cart, click on the "Apply" button, you will be redirected back to the Saved Cart page.



- If you were to click the “Cancel” button, you will be redirected back to the Saved Cart page.

To delete a saved cart:

- Select the cart you wish to delete, choose “Delete Cart” from the “Actions” dropdown and click the “Go” button.



- You will be asked to confirm whether or not you want to permanently delete the selected cart.