How to Personalize Default Settings for All-Carts



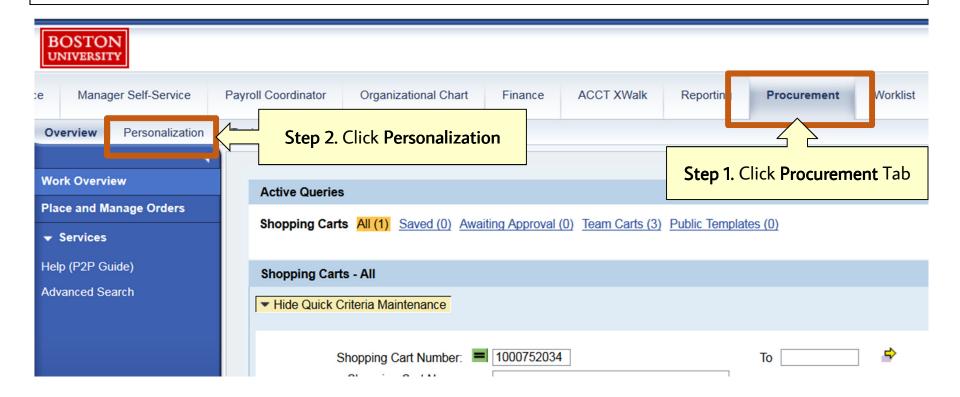
Sourcing & Procurement



Personalize All-Cart Default Settings



Personalization Settings allow you to set the Delivery Address, Account Assignment, Internal Notes, and Product Categories for all shopping carts.*



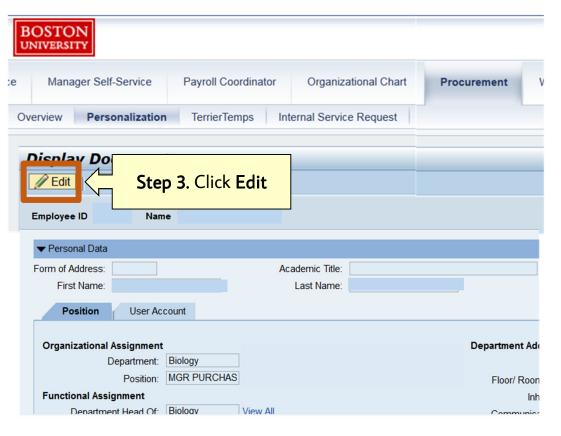


^{*}Personalization defaults must be set BEFORE shopping carts are created.

Personalize All-Cart Default Settings



Default settings must be set BEFORE shopping carts are created.



- Click 'Edit' to open Personalization for editing box *
- ◆ <u>Delivery Address</u>: Email, %, Phone Number, Room/Floor Numbers cannot be set at the Personalization All-Cart Level
- Cost Center: Internal Orders cannot be set at the Personalization All-Cart Level

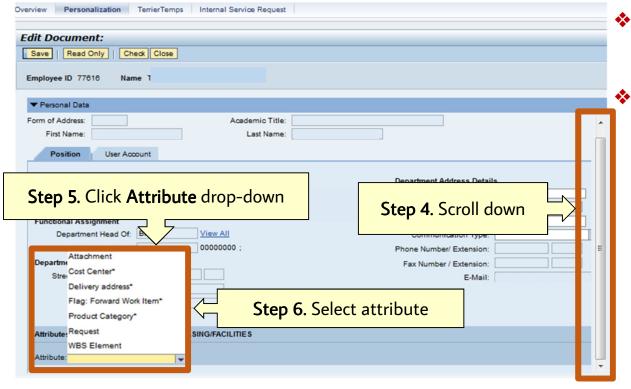
- * The Edit button will need to be selected each time an attribute is revised.
- ♣To set defaults for a single order, see 'Single-Cart Default Settings' instructions (bu.edu/sourcing/how-to-place-orders/).



Personalize All-Cart Default Settings



All-Cart Default settings must be set BEFORE shopping carts are created.



- Scroll to bottom of the page to the 'Attribute' drop-down
 - Click 'Attribute drop-down and select setting options
 - ♦ Cost Center
 - Delivery Address *
 - Product Category

- •Only Cost Centers can be assigned as defaults at the All-Cart Level. To set an Internal Order number as the default for a single order, see 'Single-Cart Default Settings' instructions (bu.edu/sourcing/how-to-place-orders/).
- * Email, C/O, Phone, Email, Room/Floor Numbers of a Delivery Address cannot be set at the All-Cart default level. To set these attributes for an order, please see 'Single-Order Default Settings' instructions (bu.edu/sourcing/how-to-place-orders/).

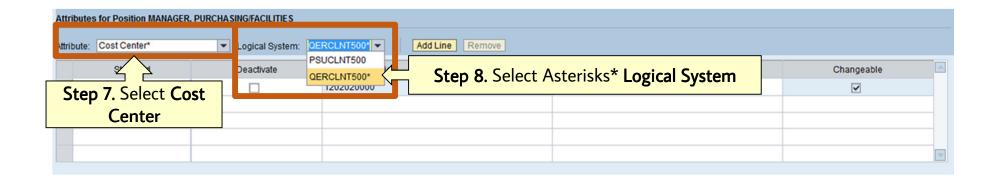


Personalize Cost Center Settings



Only Cost Centers can be assigned as defaults at the All-Cart Level. Internal Order numbers can be set as defaults for single orders. 💠

- Click the 'Attribute drop-down and select Cost Center
- Click the 'Logistical System' drop-down and select the option with the asterisk(*) at the end



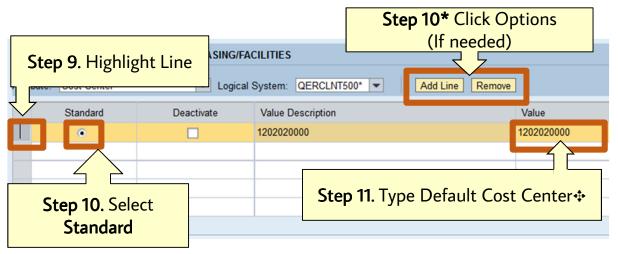
To set an Internal Order number as the default for a single order, see 'Single-Cart Default Settings' instructions (bu.edu/sourcing/how-to-place-orders/).



Personalize Cost Center Settings



All-Cart Default settings apply to ALL shopping carts created after the settings have been saved...



- Click grey box to highlight line
 - * If no line: Click 'Add Line'
 - * If unable to edit line: Click 'Remove' and 'Add Line'
- Select 'Standard' radio button
- ❖ Type Default Cost Center in the Value Box ❖

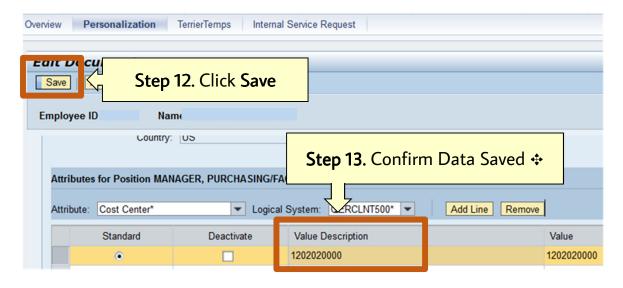
• Only Cost Centers can be assigned as defaults at the All-Cart Level. To set an Internal Order number as the default for a single order, see 'Single-Cart Default Settings' instructions (bu.edu/sourcing/how-to-place-orders/).



Personalize Cost Center Settings



After clicking the 'Save' button, the 'Edit' button will need to be clicked to re-open Personalization for additional settings.



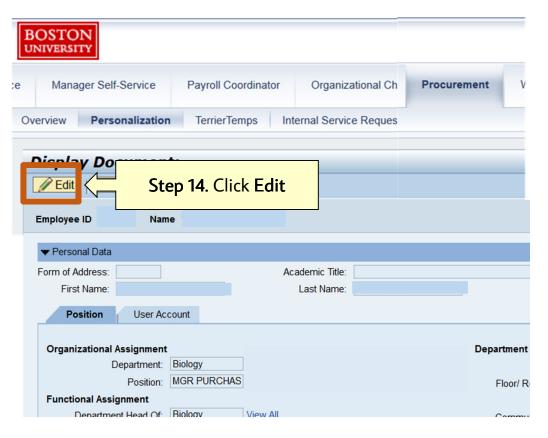
- Click 'Save' to save the Cost Center
- Check 'Value Description' to confirm Cost Center has been saved and populated in the field

• Only Cost Centers can be assigned as defaults at the All-Cart Level. To set an Internal Order number as the default for a single order, see 'Single-Cart Default Settings' instructions (bu.edu/sourcing/how-to-place-orders/).





All-Cart Default settings must be set BEFORE shopping carts are created.

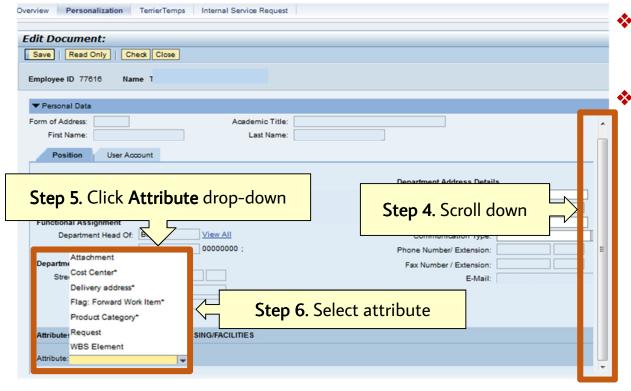


- Click 'Edit' to open Personalization for editing box*
- Email, %, Phone Number, Room/Floor Numbers cannot be set at the Personalization All-Cart Level





All-Cart Default settings must be set BEFORE shopping carts are created.



- Scroll to bottom of the page to the 'Attribute' drop-down
 - Click 'Attribute drop-down and select setting options
 - ♦ Cost Center
 - ♦ Delivery Address *
 - Product Category

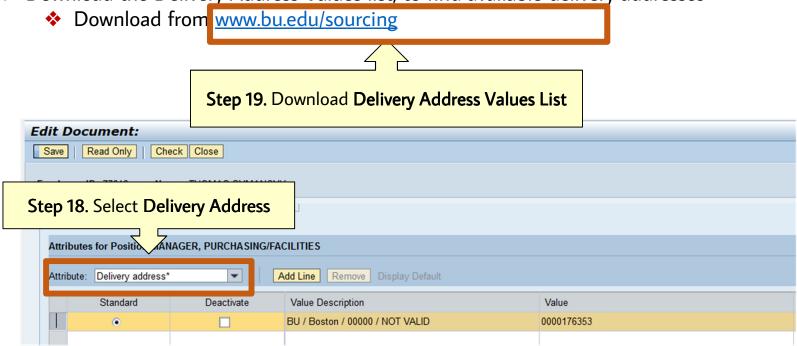
- ◆Only Cost Centers can be assigned as defaults at the All-Cart Level. To set an Internal Order number as the default for a single order, see 'Single-Cart Default Settings' instructions (bu.edu/sourcing/how-to-place-orders/).
- * Email, C/O, Phone, Email, Room/Floor Numbers of a Delivery Address cannot be set at the All-Cart default level. To set these attributes for an order, please see 'Single-Order Default Settings' instructions (bu.edu/sourcing/how-to-place-orders/).





All-Cart Default settings apply to ALL shopping carts created after the settings have been selected.

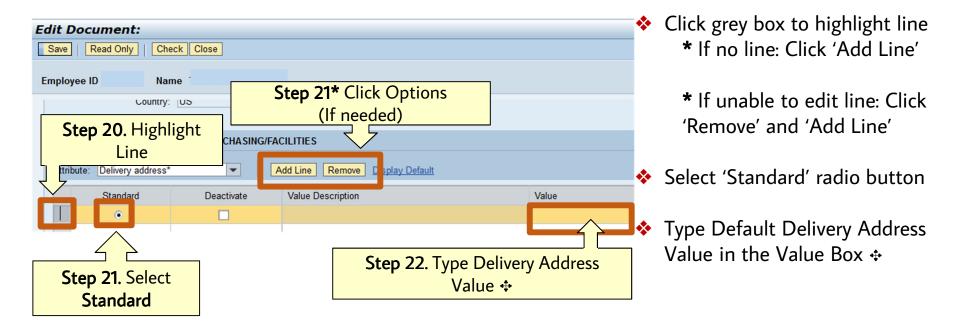
- Click the 'Attribute' drop-down and select Delivery Address
- Download the Delivery Address Values list, to find available delivery addresses







Delivery Address email, %, phone number, room/floor numbers cannot be set at the Personalization All-Cart Level◆

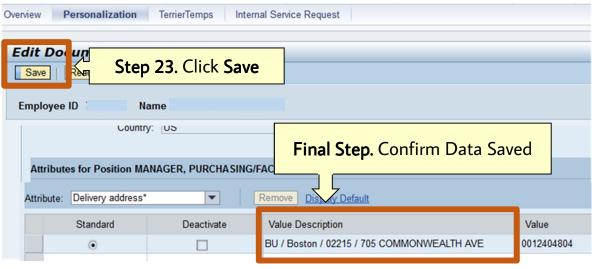


- → Delivery Address Values can be found on the Delivery Address Values list on www.bu.edu/sourcing if the desired delivery address is not found on this list, it is not an available delivery option for orders.
- ◆Email, C/O, Phone, Email, Room/Floor Numbers of a Delivery Address cannot be set at the All-Cart default level. To set these attributes for an order, please see 'Single-Order Default Settings' instructions (bu.edu/sourcing/how-to-place-orders/).





All-Cart Default settings apply to ALL shopping carts created after the settings have been selected.



- Click 'Save' to save the Delivery Address
- Check 'Value Description' to confirm that Delivery Address has saved and populated in the field

‡ Delivery Address Values can be found on the Delivery Address Values list on www.bu.edu/sourcing if the desired delivery address is not found on this list, it is not an available delivery option for orders.





Sourcing & Procurement Additional Resources

Ordering Information
Sourcing & Procurement:

Website: www.bu.edu/sourcing

Email: sourcing@bu.edu

Invoice Payment Information Accounts Payable:

Website: www.bu.edu/ap/resources

Email: invoices@bu.edu

