Single Cart Default Settings

Sourcing & Procurement
Single-Cart Default Settings

Single-Cart Default Settings allow you to set default Delivery Address, Account Assignment, Internal Notes, and Product Categories for each line item of an individual shopping cart.

- Click ‘Set Values’ link next to ‘Default Settings’ to open a pop-up window
- Default Settings must be assigned BEFORE line items are added to the shopping cart *

* Default settings assigned in a single shopping cart will not apply any other order or shopping cart. To set default settings for all shopping carts, please see the All-Cart Default Settings instructions (bu.edu/sourcing/how-to-place-orders/).
Single-Cart Default Settings

Single-Cart Default Settings must be set BEFORE line items are added to the shopping cart.

- Click blue folder button to view setting options*
  - **Item Basic Data:**
    - Product Categories
  - **Account Assignment:**
    - Cost Center/Internal Order
  - **Internal Note:**
    - Attachments, Notes
  - **Delivery Address:**
    - Delivery Address

- Select a Setting Option

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*Single-Cart Default Settings only apply to the line items added to a single shopping cart. To set default settings for all shopping carts, please see the All-Cart Default Settings instructions (bu.edu/sourcing/how-to-place-orders/).
Single-Cart Account Assignment Settings

Single-Cart Default Settings only apply to the line items added to a single shopping cart.

Step 4. Click Account Assignment

Step 5. Enter Account Assignment Settings

- **Enter Account Assignment Settings:**
  - **Account Assignment Category:**
    - Cost Center: 1XXXXXXX
    - Order: 9XXXXXXX
  - **Assign Number:** Enter number
  - **Split Distribution:** Split the cost between multiple Account Assignments*

- Select the next tab to create settings

*The Split Distribution option is only available for Terrier Marketplace Catalog and Non-Catalog Material shopping carts. The Split Distribution option is not available for Limit Item shopping carts. To split costs see instructions (bu.edu/sourcing/how-to-place-orders/).
Single-Cart Delivery Address Settings

Delivery Address %, phone number, email, floor/room can be assigned as a default at the single-cart level only.

❖ Enter Delivery Address:

❖ Name: *
❖ Click the Search Window to Search for a Delivery Address by Street Name and Assign Delivery Address

Step 6. Click Search Window*

*Single-Cart Default Settings only apply to the line items added to a single shopping cart. To set default settings for all shopping carts, please see the All-Cart Default Settings instructions (bu.edu/sourcing/how-to-place-orders/).
Single-Cart Delivery Address Settings

Delivery Address %, phone number, email, floor/room can be assigned as a default at the single-cart level only.

- Step 7. Select Street
- Step 9. Enter Street Name or Number
- Step 8. Select Contains
- Step 10. Click Search
- Step 11. Select Delivery Address

❖ Select ‘Street’ search criteria
❖ Select ‘Contains’
❖ Enter Street Number or Name
❖ Click ‘Search’
❖ Select Delivery Address

*Do not edit, delete or type in the Name field. Typing in the Name field can result in the delivery address being un-assigned. Single-Cart Default Settings only apply to the line items added to a single shopping cart. To set default settings for all shopping carts, please see the All-Cart Default Settings instructions (bu.edu/sourcing/how-to-place-orders/).
Single-Cart Delivery Address Settings

Delivery Address %, phone number, email, floor/room can be assigned as a default at the single-cart level only.

❖ Enter C/O, Phone Number, Email, Floor / Room Number
❖ Click ‘OK’ to start adding line items to your shopping cart

*Single-Cart Default Settings only apply to the line items added to a single shopping cart. To set default settings for all shopping carts, please see the All-Cart Default Settings instructions (bu.edu/sourcing/how-to-place-orders/).
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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