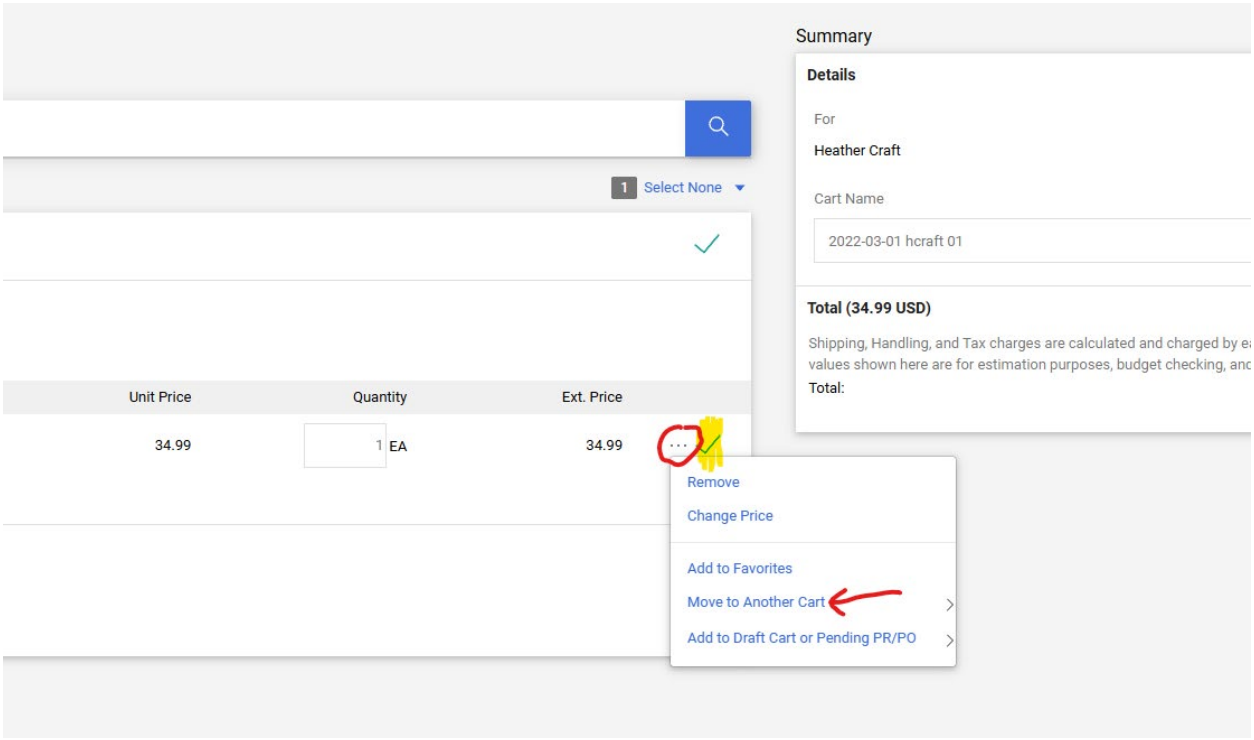
FINANCIAL SERVICES
VALDOSTA STATE UNIVERSITY

How to combine carts

- Visit the Procurement landing page on the VSU Website. Enter the eProcurement portal under Purchasing Resources
- Select **Create Requisitions** in the portal and then MarketPlace.
- Select Shopping Cart, My Carts and Orders, View Carts
- Click on the hyperlink to open the assigned cart that you want to pull items from.
- Click the Select All checkbox (at the top of the line item list)
- Click the three dots that are next to the checkmark and select Move to Another Cart



- Once all items are in the one cart, normal processing can resume with 'Proceed to Checkout'.