



Shopping Carts and Orders Quick Start Guide

by

PARTNET

on November 13, 2023

Revision History

Revision Date	Author	Summary of Changes
11 / 13 / 2023	Tiffany Hayes	Update Formatting
4 / 4 / 2024	John Carrithers	Update Content

Table of Contents

1. How Shopping Carts Work in FedMall.....	4
2. Lists	5
3. Lists or Saved Cart?.....	5

1. How Shopping Carts Work in FedMall

When you first access FedMall, you will have exactly one shopping cart, known as your “current cart” or “current order.” You can always access your current cart from the shopping cart icon in the upper right corner of every page.



Shopping Cart Icon

If you wish, you can work with multiple shopping carts simultaneously. As you build up each shopping cart, the items in that cart will stay there until you are ready to check out; when you check out, your order will always reflect the latest prices.

Just like you can only push one physical shopping cart in a department store at a time, as you are shopping in FedMall the items you add to your cart will be placed in your current cart. However, you can switch between carts whenever you like from My Account -> Saved Orders. The current cart will have a gold star next to it. To make another cart the current cart, use the Actions menu and select “Set as current order.”

Applicable Order Type Filters

Awaiting Action
 Current
 Purchased
 Saved
 Sent

Order Number	Order Date	Order Name	Order Type	Total	Corridor
803055	07/20/2023		Saved	\$87,333.00	FedMail
804015	07/20/2023	Test Cart Issue	Saved	\$0.00	
803056	07/19/2023	test cart item	Saved	\$0.00	
803054	07/19/2023		Saved	\$338.58	FedMail
803053	07/19/2023	test cart icon	Saved	\$0.00	
803052	07/19/2023		Saved	\$225.72	FedMail

Saved Orders

By clicking on an order that is not the current order, you can manually add items, rename the cart, or even set it as the current order and check out.

2. Lists

You can create one or more Lists to keep track of items that you regularly shop for in FedMall, and you can even share these lists with others. You can access your Lists from My Account -> Orders -> View All Lists:



The screenshot shows a mobile application interface for 'FREQUENTLY PURCHASED ITEMS'. At the top, there is a back arrow and the title 'FREQUENTLY PURCHASED ITEMS'. Below the title, there are two links: 'Upload List' and 'Create New List'. The main content is a table with five columns: 'Order Name', 'Items', 'Created By', 'Last Action', and 'List Type'. Each column has a magnifying glass icon for search. The table contains four rows of data:

Order Name	Items	Created By	Last Action	List Type
Test	3	[Redacted]	05/12/2023	Private
New test	2	[Redacted]	05/15/2023	Private
test 3	0	[Redacted]	07/13/2023	Private
test 4	0	[Redacted]	07/13/2023	Private

Lists

3. Lists or Saved Cart?

Lists are different from saved shopping carts:

- List is more like a shopping list, whereas saved orders may be thought of as being akin to physical shopping carts.
- When you are ready to check out using a saved cart, the saved cart becomes the current cart. The order is placed, and that order is now part of your order history. The saved cart no longer exists (just like you do not bring the physical shopping cart home with you when you are done at the department store).
- By contrast, when you are ready to use a list, the items on the list can be added into your current order (the shopping cart in the upper right of each page), but the list itself remains available for future use. So, you can add items from a list to the current cart at any time without destroying the list.
- When you are creating a saved cart, the goal is to eventually check out with that entire cart.