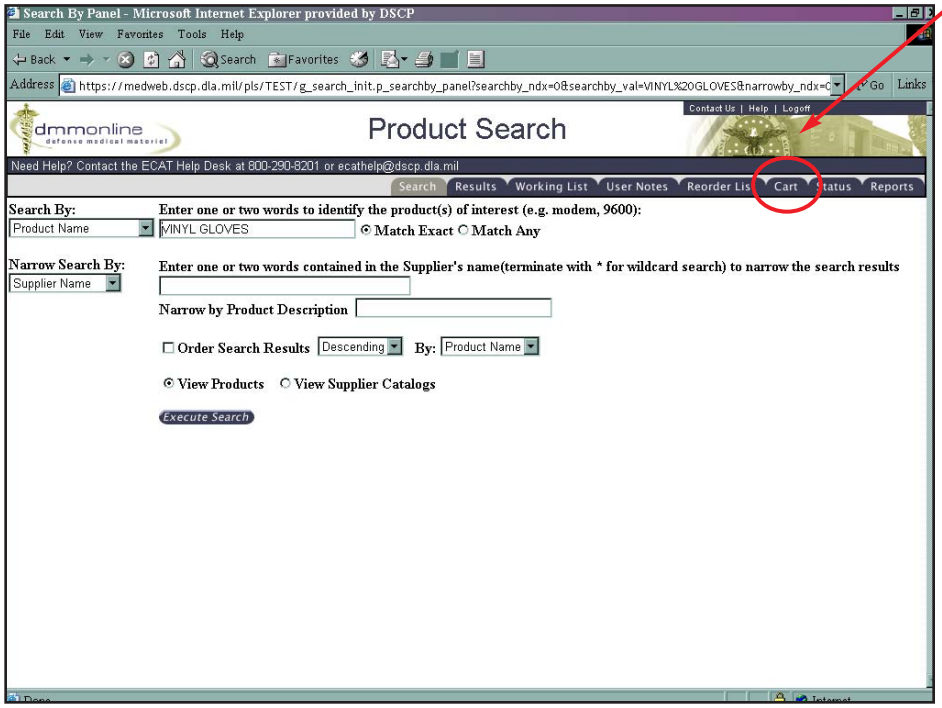
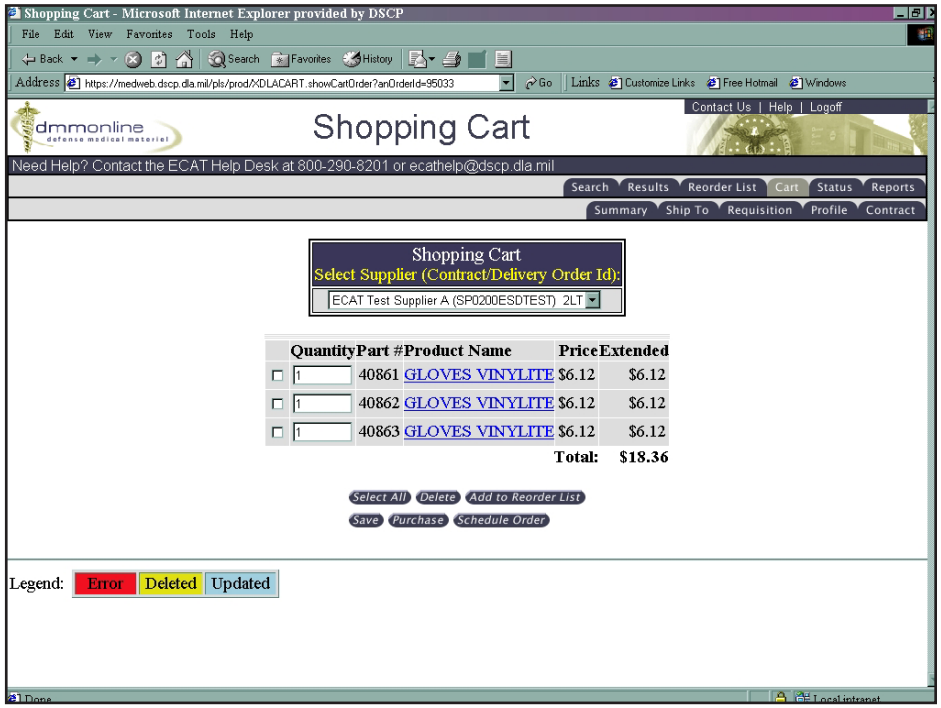
At the conclusion of this lesson, you will be able to:

- State the primary function of the Cart.
- Manage products in the Cart.
- Build and submit an order.

6.1 What is the Cart?

Just like a shopping cart in a supermarket, the **Cart** in ECAT is the place where you put all the items you intend to purchase. To access the Cart, click the **Cart** tab located at the top of any page.

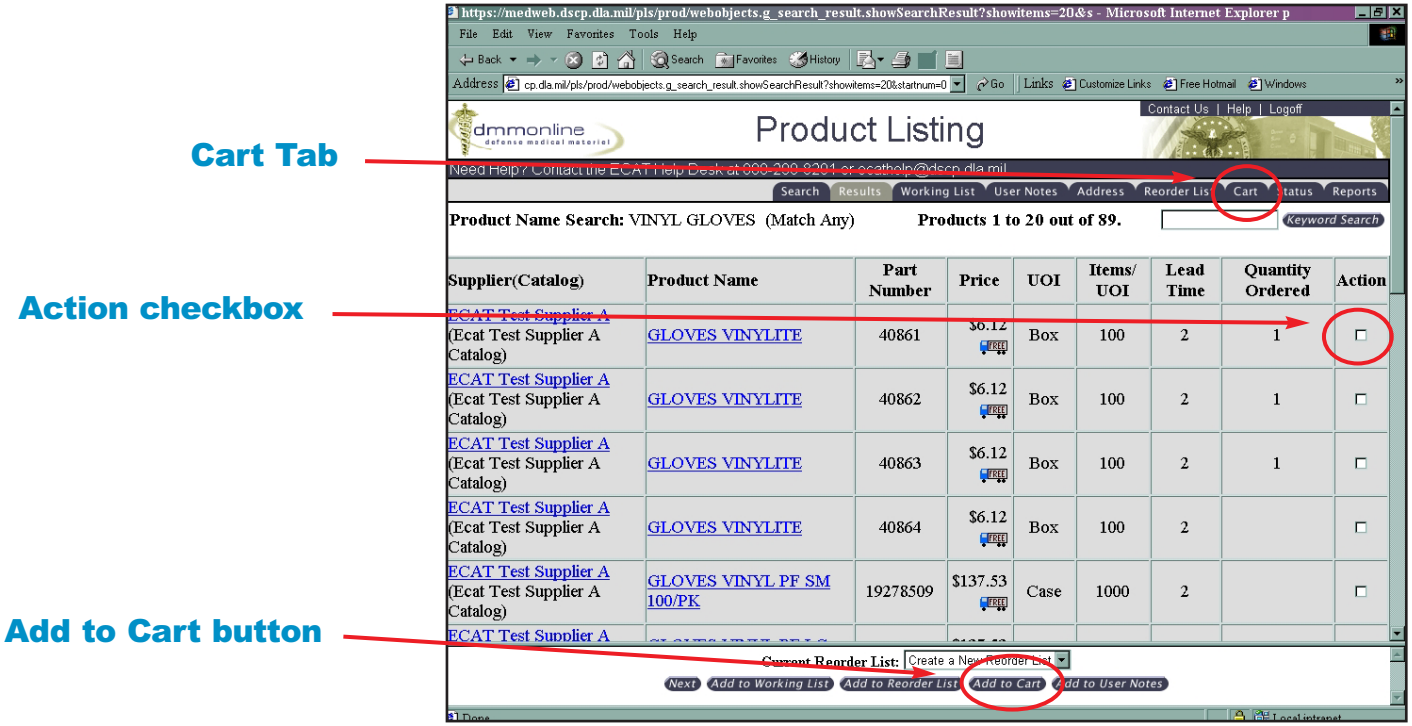




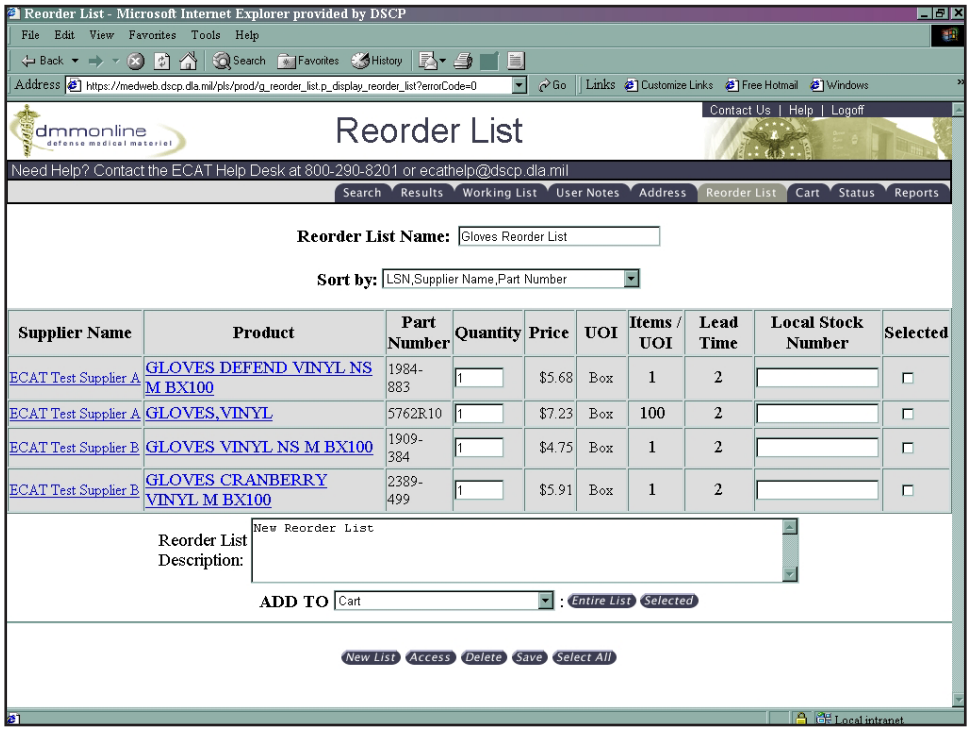
6.2 Add Products to the Cart

An item can be added to your Cart directly from the Product Listing, Working List, User Notes, and Reorder List pages. Although the example below depicts adding an item to the Cart from the Product Listing page, the process of adding a product to the Cart from most of these pages is exactly the same. It is slightly different from the Reorder List, and those differences are discussed on the next page of this Guide.

Click the **Action** box next to the item to select it, and click the **Add to Cart** button. You can select multiple items at once. When you have finished adding products to the **Cart**, click the **Cart** tab.

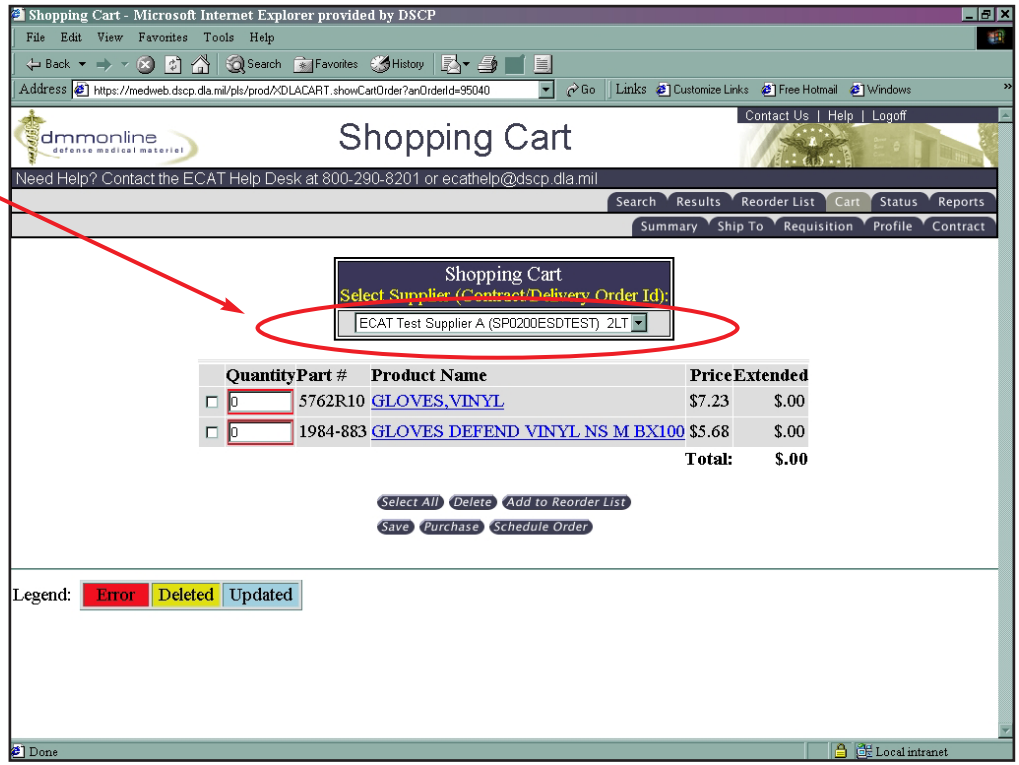


To add products to the Cart directly from the Reorder List, first create and save a Reorder List as described in Lesson 4. Or, if you already have one or more Reorder Lists created, access the Reorder List with the items you want to add to your Cart. Choose “Cart” in the **Add To** dropdown box at the bottom of the screen, and then click either the **Entire List** or the **Selected** button. Click **Entire List** if you want every item in your Reorder List to be placed in your Cart. Click **Selected** if you want only some of the items in your list to be placed in your Cart. If you decide to use the **Selected** option, you must first check the Action checkboxes next to the items you want to be placed in your Cart.



Clicking the **Cart** tab at the top of the page brings you to the **Shopping Cart** page. Notice that the products you selected on the Product Listing page are now in your Shopping Cart. The Shopping Cart is arranged by supplier and lead time, so if you do not see all the items you selected, it is possible some of them are provided by a different supplier or have a different lead time and are displayed on a different page. To see those items, choose a different option from the dropdown box in the middle of the page. You will see this in more detail in section 6.6.

Dropdown box

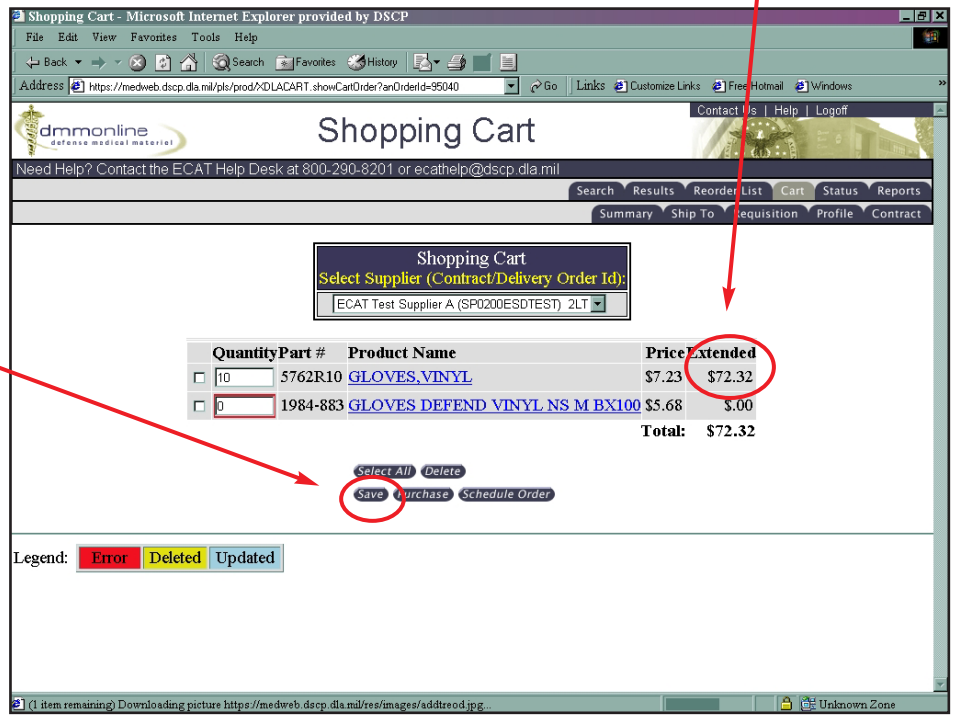


6.2.1 Enter Quantities in the Cart

When you first put your items in the Shopping Cart, you will notice that the boxes in the Quantity column are outlined in red. This indicates that you need to enter quantities for the items you wish to purchase. Enter the quantity on the appropriate row for each item you want to purchase, and then click the **Save** button. Notice that once you click the Save button, the extended price reflects the price of the item multiplied by the quantity.

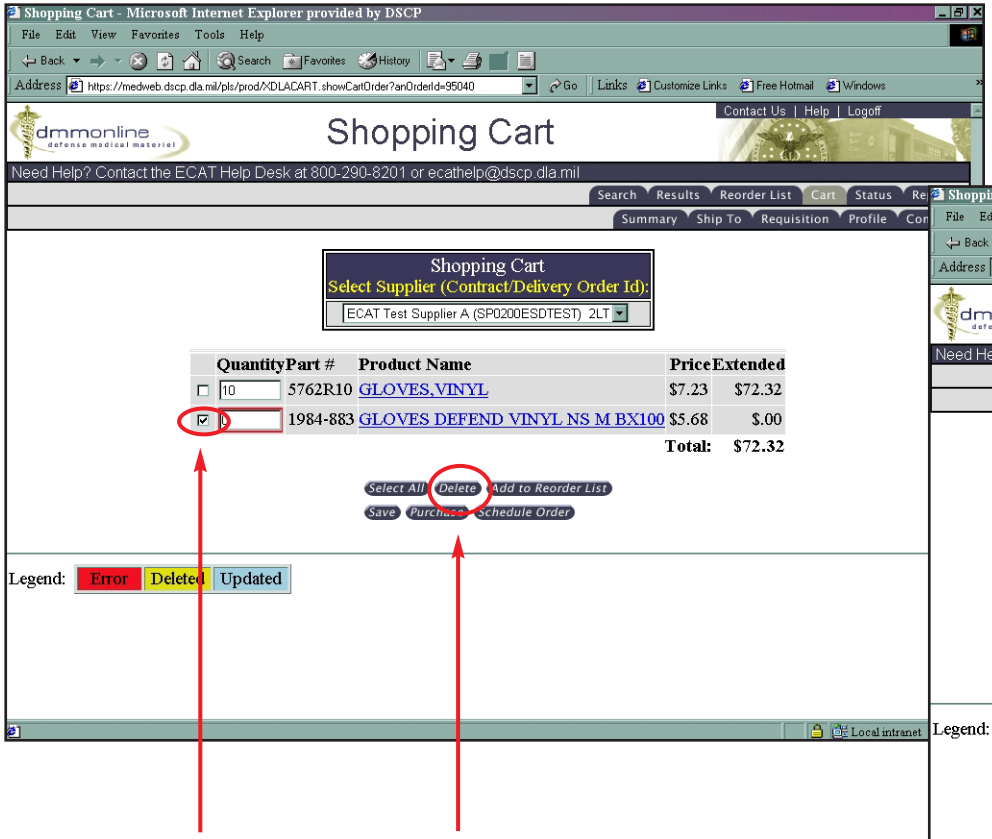
Extended price

Save button

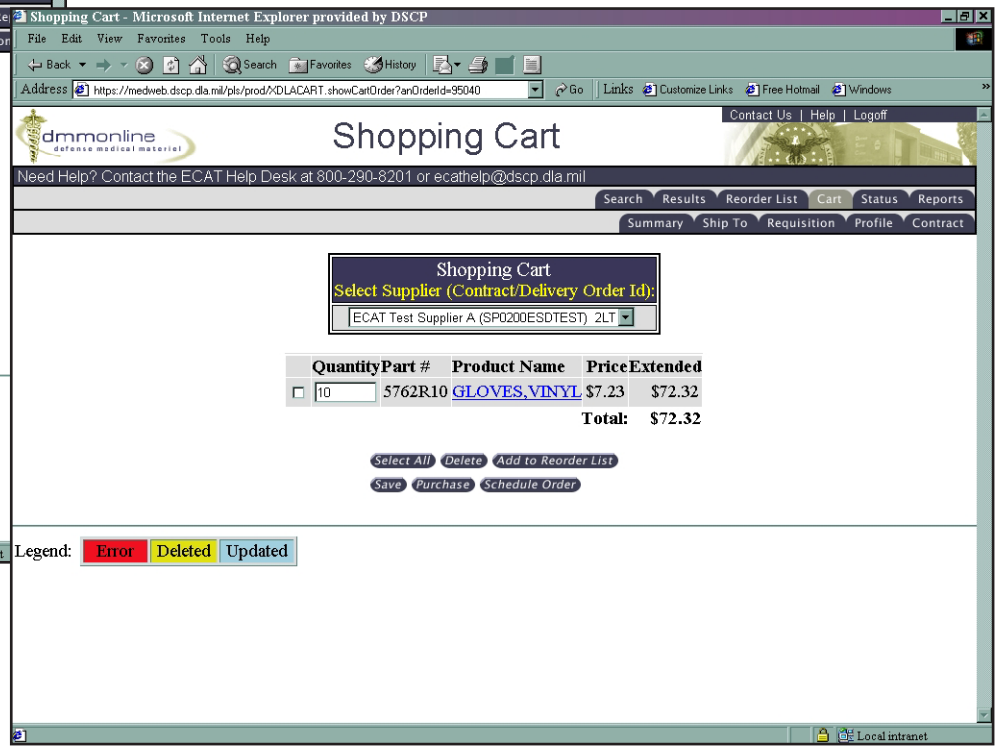


6.3 Remove Products from the Cart

If you decide that you no longer want a product in your Cart, you can remove it by selecting the Action checkbox next to the product you want to remove and clicking the **Delete** button at the bottom of the page. Click the **Save** button when you have removed all the items you want to remove.



Action box **Delete button**



6.4 Copy Products from the Cart to the Reorder List

In Lesson 4, this manual described the Reorder List and provided you instructions on how to add products to it from the Product Search page. However, sometimes you might not realize that you want to add a product to your Reorder List until you reach the Cart. ECAT provides the ability for you to do this.

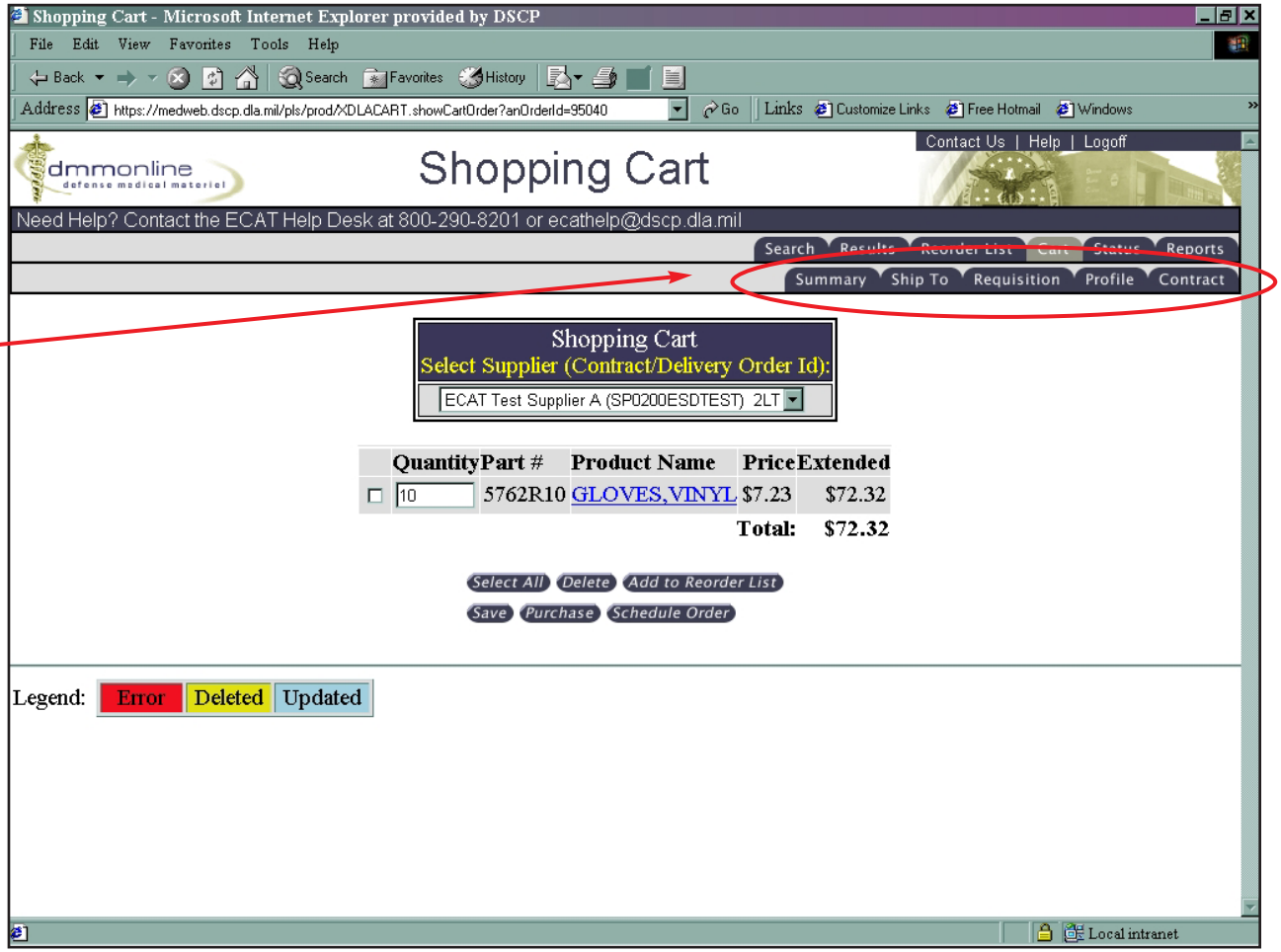
Please note that in order to use this function most efficiently, you must first have accessed a Reorder List during your active session of ECAT. When you access the Add to Reorder List function from the Cart, the application will place the item(s) in the most recent list you accessed.

To copy products from the Cart to the Reorder List, enter your Cart by clicking the Cart tab at the top of any page in the application. Select an item or items by clicking the Action checkbox to the left of the item. Then, click the **Add to Reorder List** button at the bottom of the page. The item(s) will be automatically added to the Reorder List you most recently accessed.

6.5 Use the Tabs in the Cart

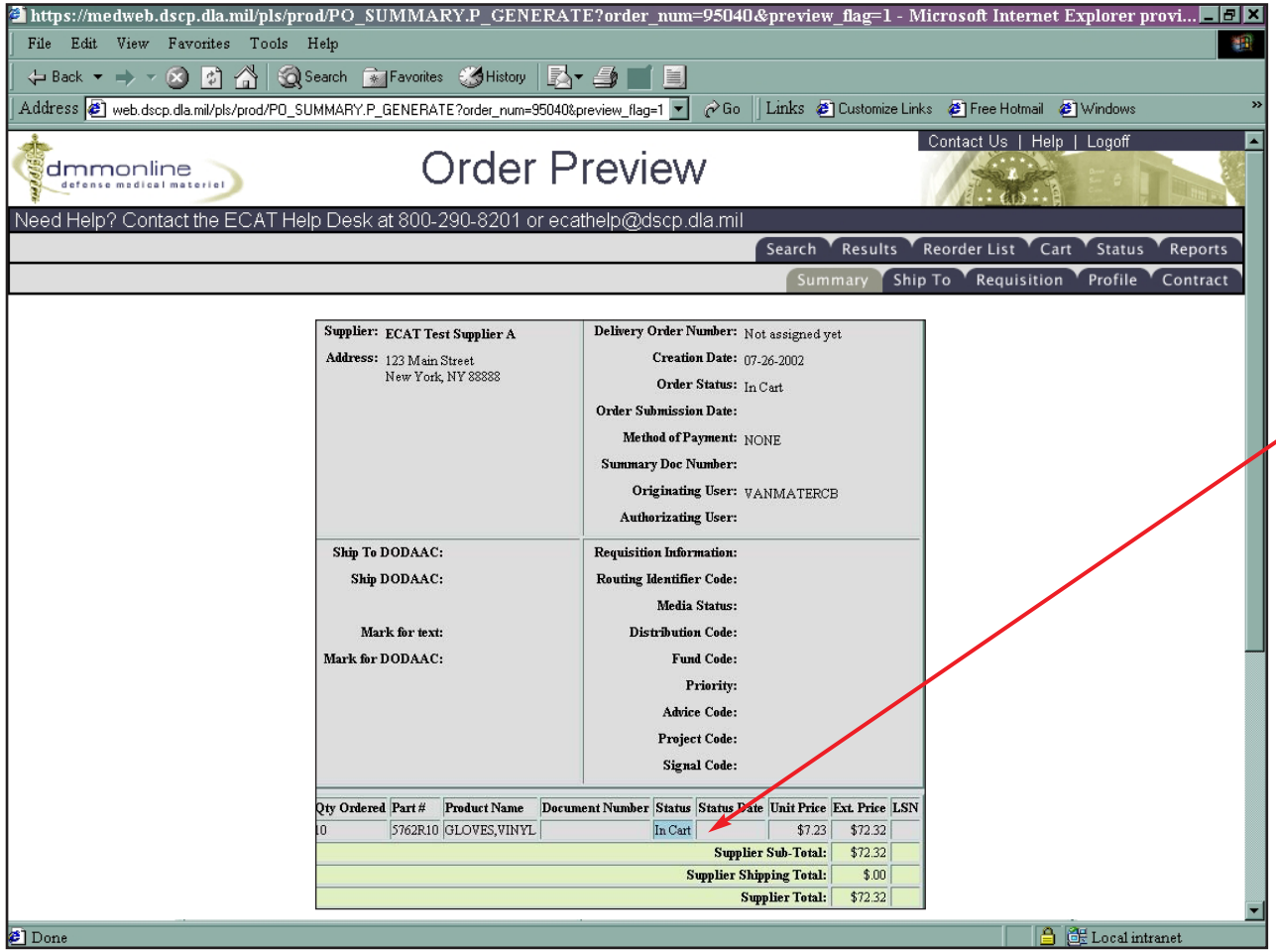
There are several tabs, which will be discussed in the upcoming sections, located on the **Shopping Cart** page.

- Summary
- Ship To
- Requisition
- Profile
- Contract



6.5.1 Summary

Clicking the **Summary** tab brings up the **Order Preview** page, which displays a summary of where you are in the ordering process. It displays the **Supplier Address** information, your **Ship To** addressing information, the **Delivery** information and the **Requisition Information**.

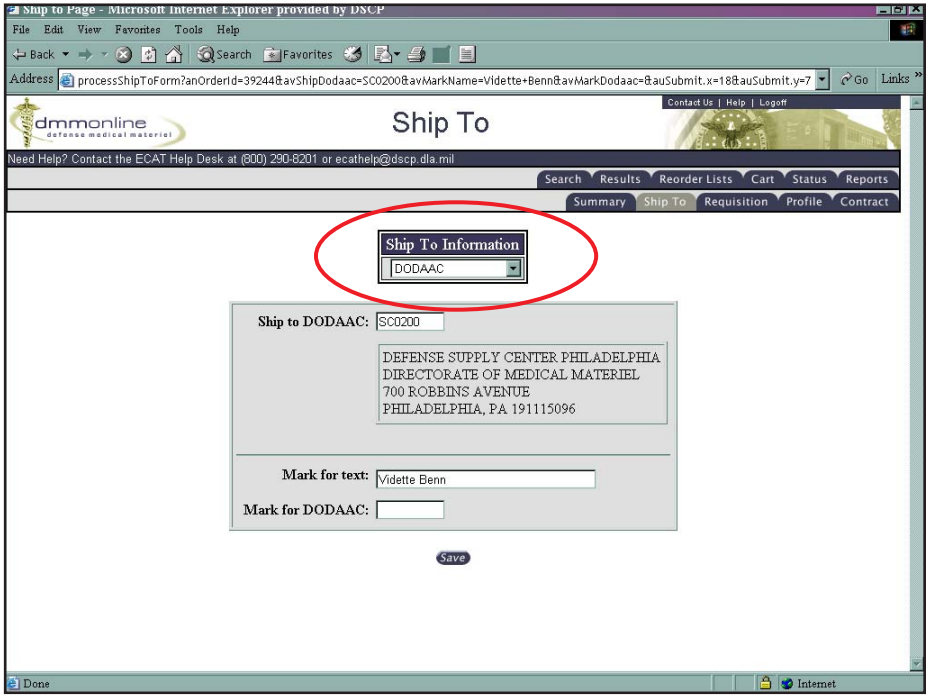


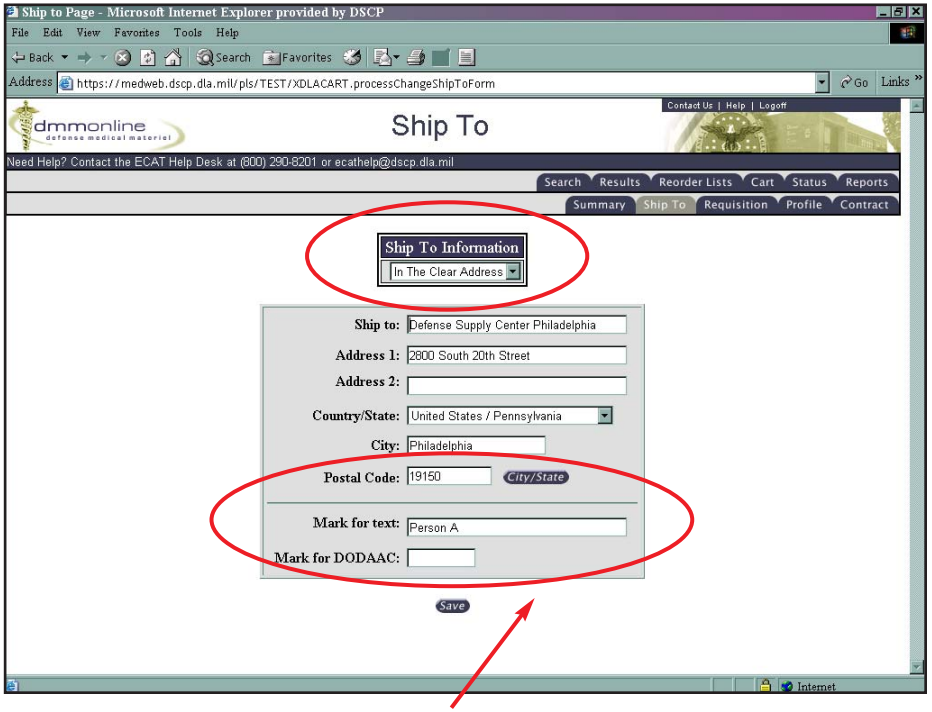
At this point you have not placed your order, so your **Order Status** shows that you are in the Cart.

6.5.2 Ship To

The **Ship To** tab contains your shipping information. When you establish your profile, you can specify whether the supplier should use your **DODAAC** shipping address or an **In the Clear** shipping address. Your **DODAAC** shipping information is your default shipping address. However, if you want to have products delivered to alternate address, you can specify an **In the Clear** shipping address. If you use an **In the Clear** address, you can further specify to whom the product should be delivered, to which building it should be delivered, etc., by using the the **Mark for Text** area. When you initially establish your profile, your **In the Clear** information will be entered by the ECAT Help Desk, and the application will then pre-fill the form for you each time you access it. If you make changes to your information using this page, you must click the **Save** button before you leave this tab.

This information is also available on the **Order Preview** page.

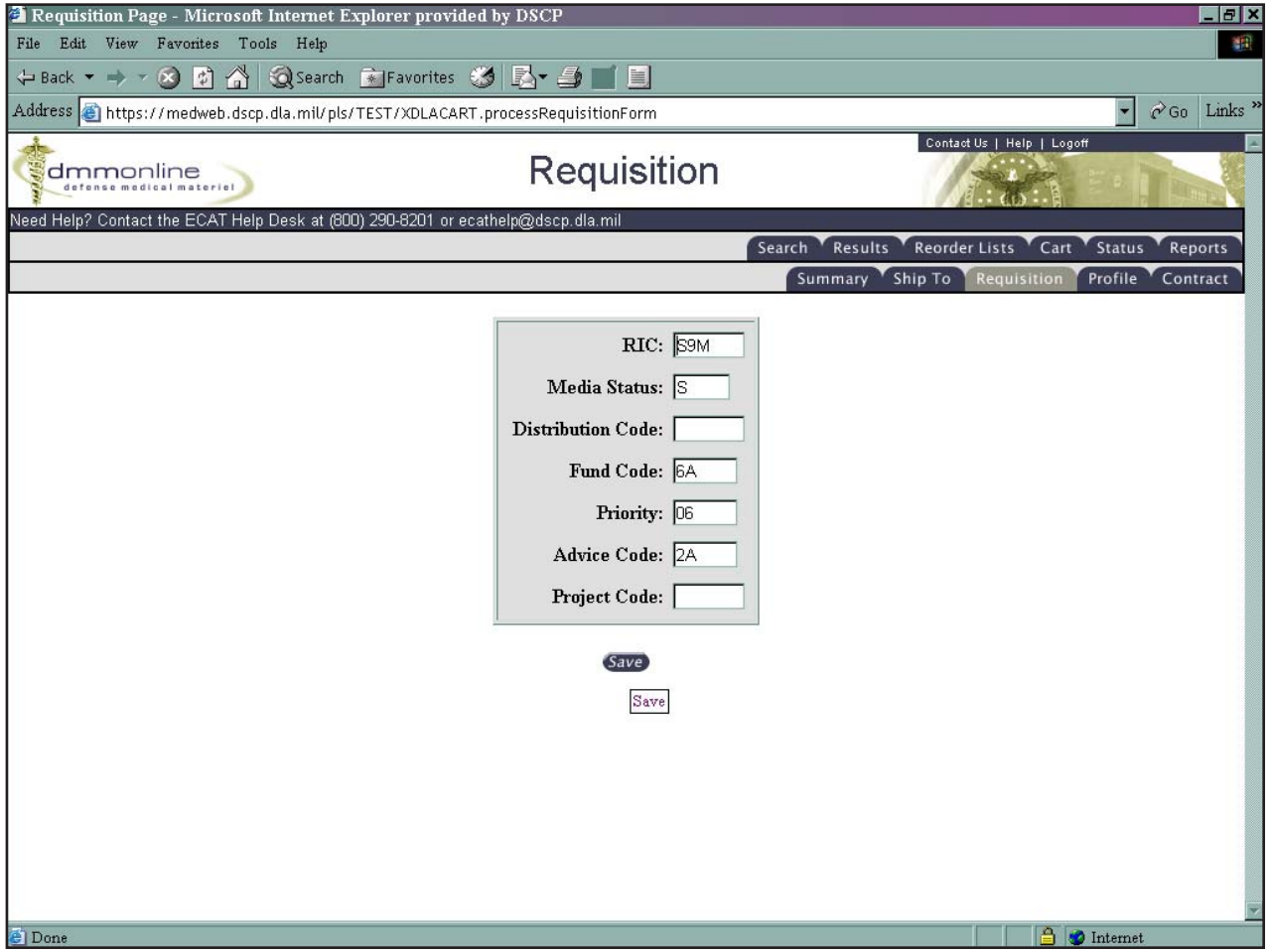




Mark for text area

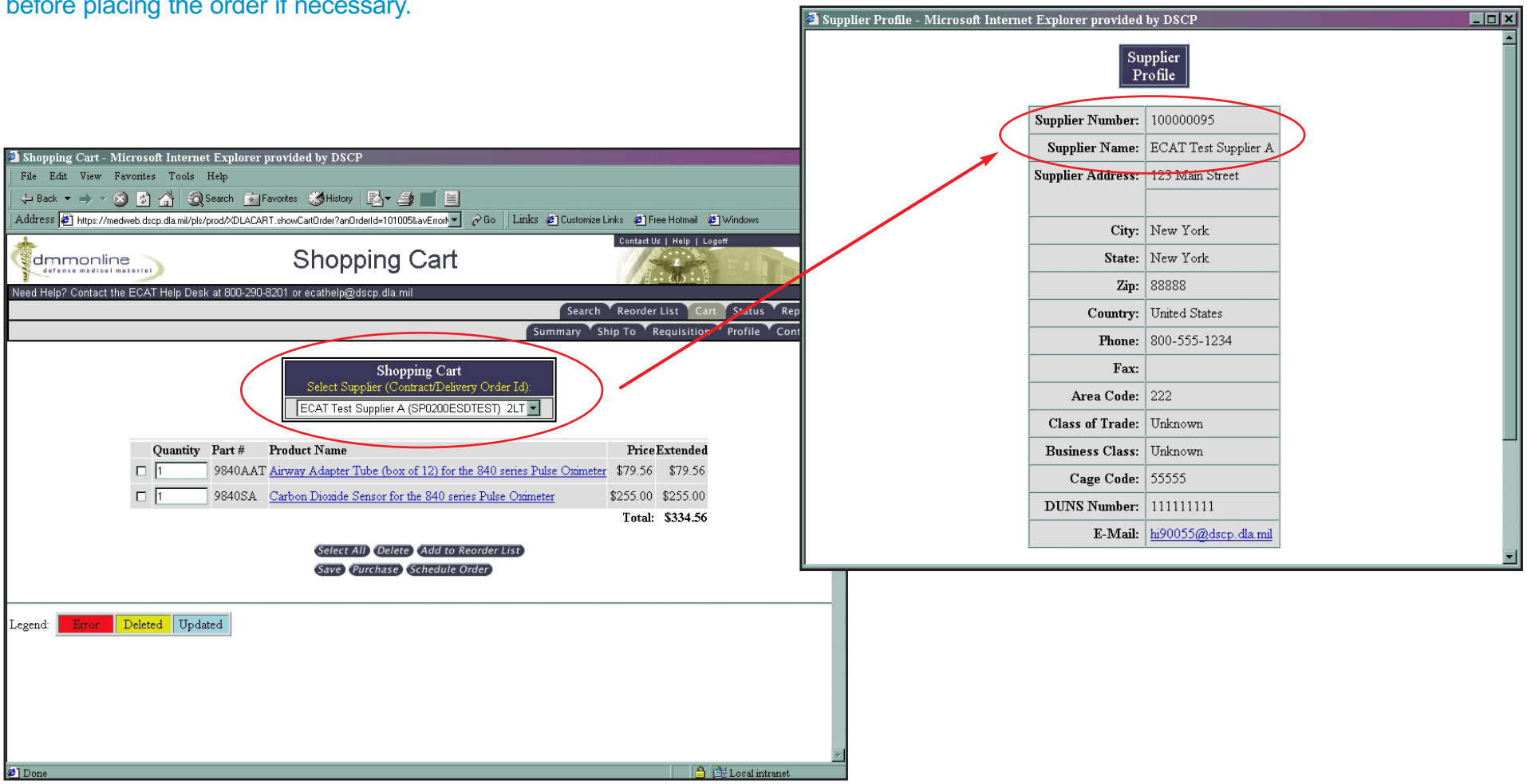
6.5.3 Requisition

The **Requisition** tab brings up the Requisition page, which is used to enter the appropriate Milstrip billing information. The information on this form should be pre-filled for you; however, if you need to change your fund code or project code, that change can be entered here.



6.5.4 Profile

The **Profile** tab displays information about the supplier that is currently showing in the dropdown box of the **Shopping Cart**. You can use this information to contact the supplier before placing the order if necessary.

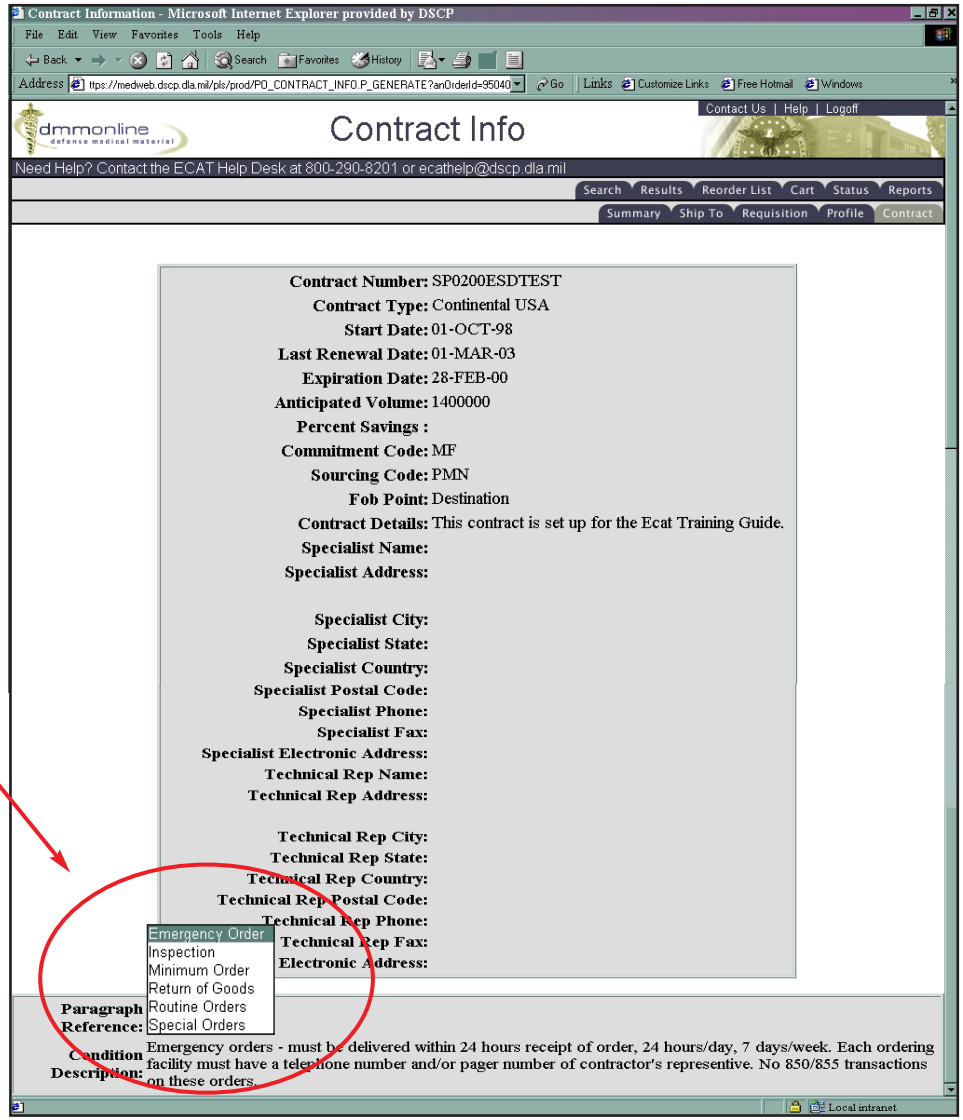


6.5.5 Contract

The **Contract** tab provides information about the contracts that DLA/DSCP has with the suppliers. In the large, gray box that covers most of the page you will find basic contract information - such as the start date and date of latest renewal - and contact information for the supplier's personnel.

In the smaller, gray box at the bottom of the page, click the **Paragraph Reference** dropdown box for additional specific contract information on the following topics:

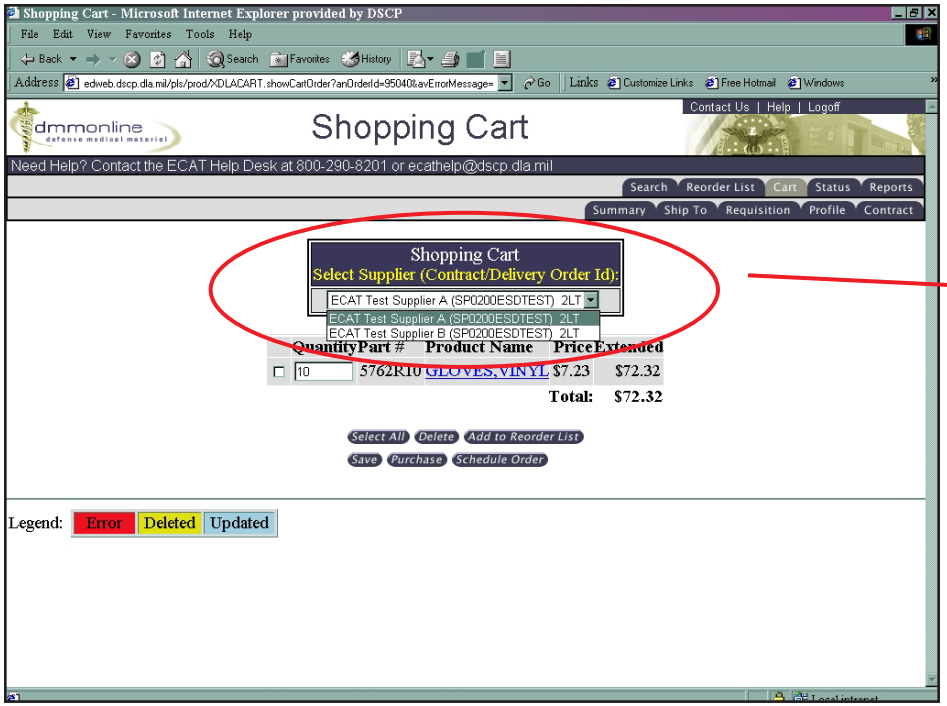
- Emergency Order
- Inspection
- Minimum Order
- Return of Goods
- Routine Orders
- Special Orders

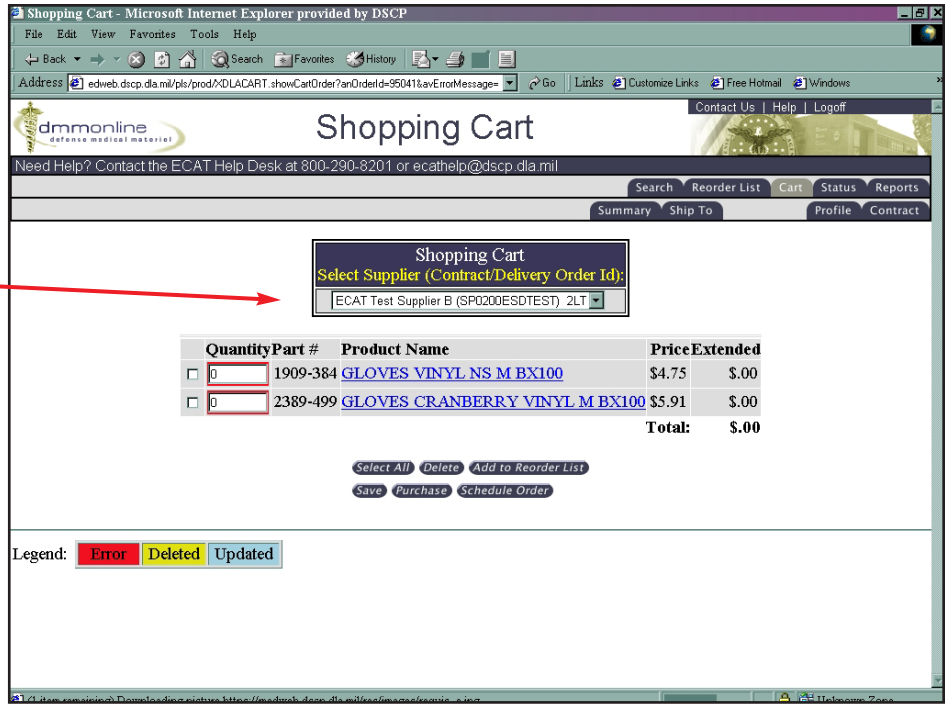


6.6 Initiate the Purchase

There are several steps to initiating a purchase. Since you are an Order Builder, this section will demonstrate how to begin the purchasing process and submit the order to an Authorizer for authorization. Remember, ECAT is designed so that items are displayed and purchased according to supplier and lead time. After you complete your purchase of one supplier's items, you must begin the purchasing process over again in order to purchase items from another supplier.

The first step in the purchasing process is to select the supplier and contract for the items you want to purchase. Click the dropdown box and highlight the supplier and contract. For example, the list below shows ECAT Test Supplier A and ECAT Test Supplier B. To purchase ECAT Test Supplier B's items, click the ECAT Test Supplier B contract form the list. Once you do this, only the products for ECAT Test Supplier B will appear in your Cart.

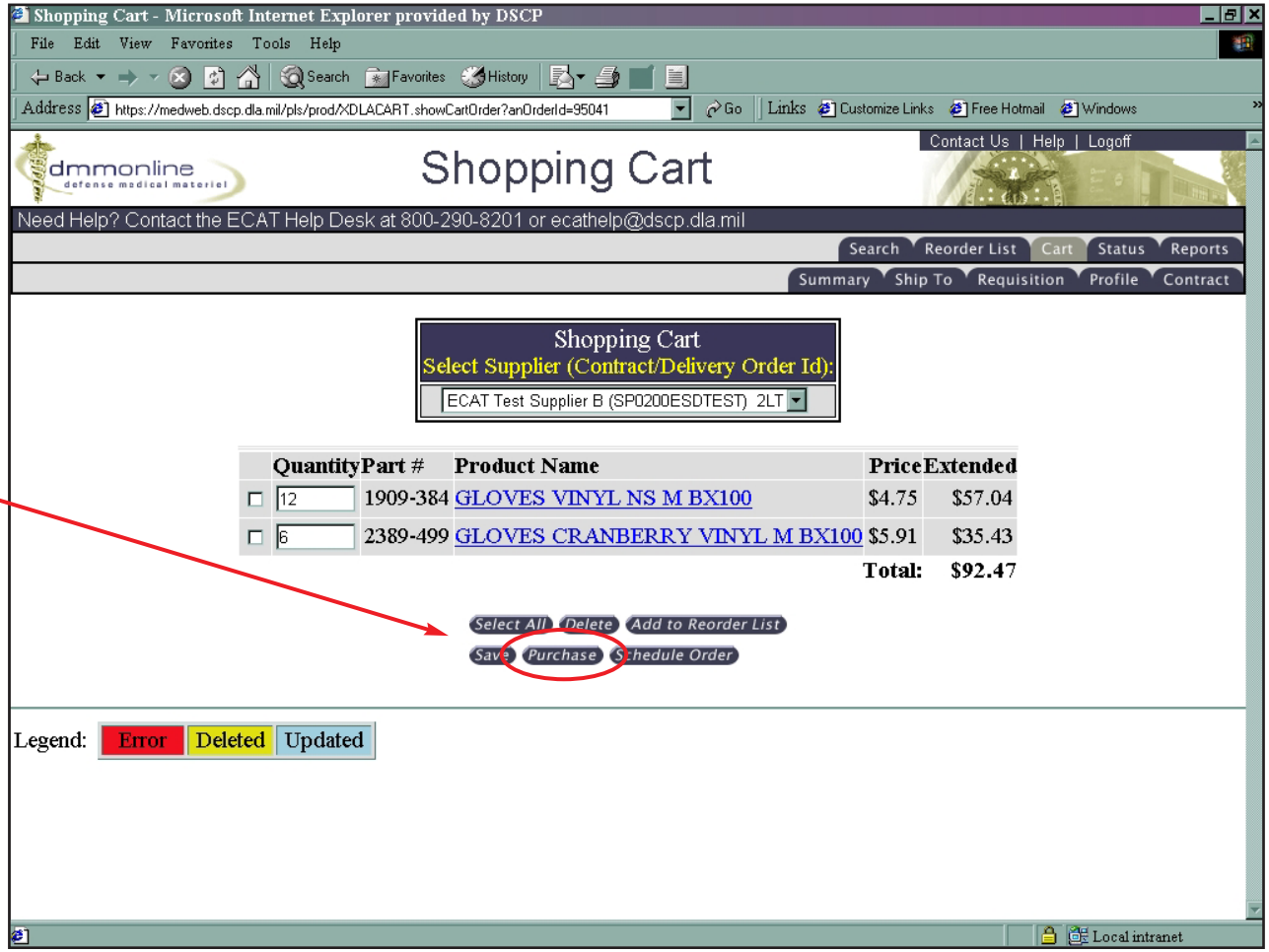




If you have not already done so, enter a quantity for each item you want to purchase and click the **Save** button. Click the **Ship To** tab, as was discussed in section 6.5.2, to check the shipping address. Remove any items from the Cart that you do not want to purchase by clicking the Action checkbox next to the unwanted item, clicking the **Delete** button, and then clicking the **Save** button.

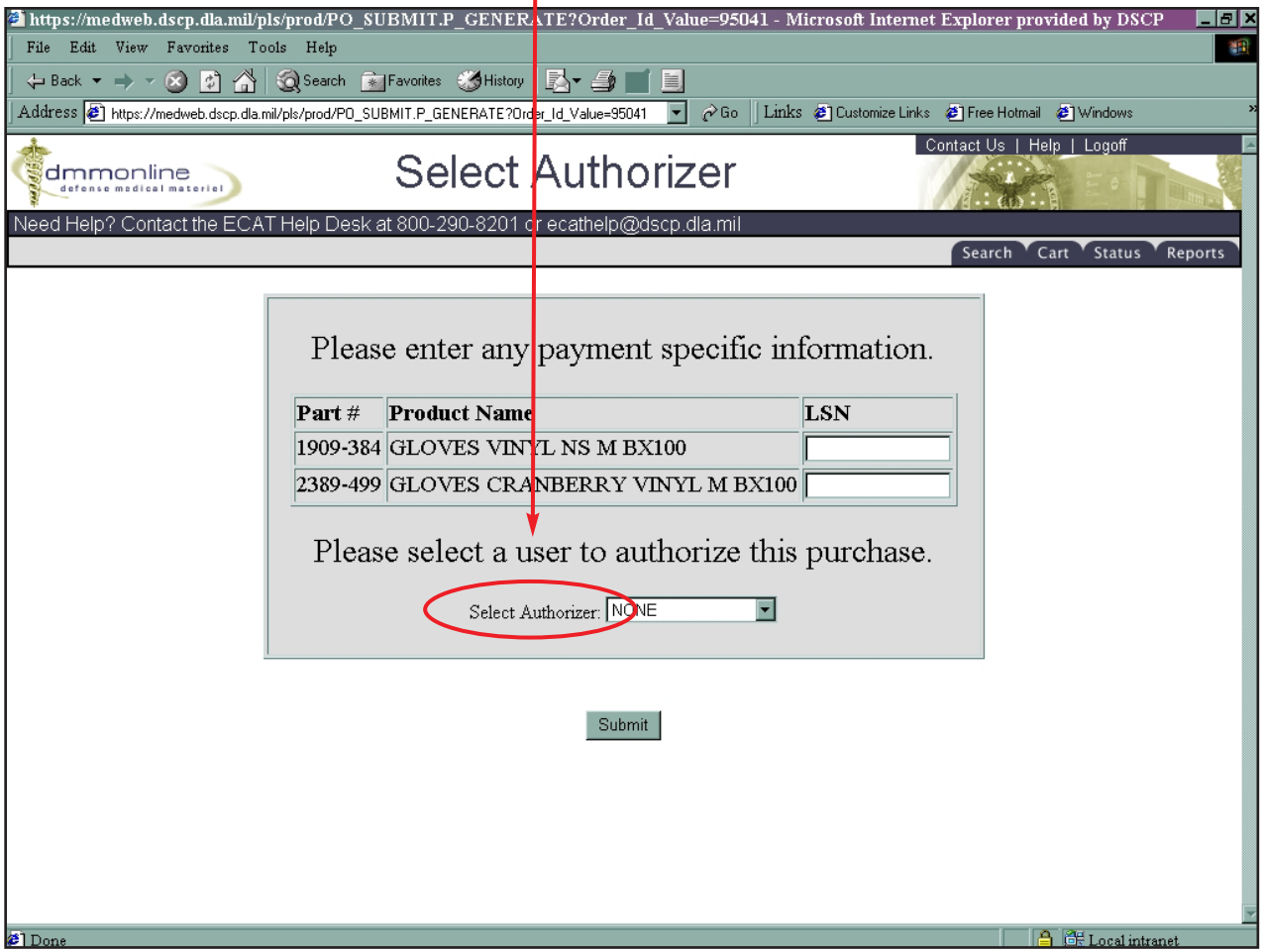
Finally, click the **Purchase** button when you have completed the above steps and are ready to proceed with the purchase.

Purchase button



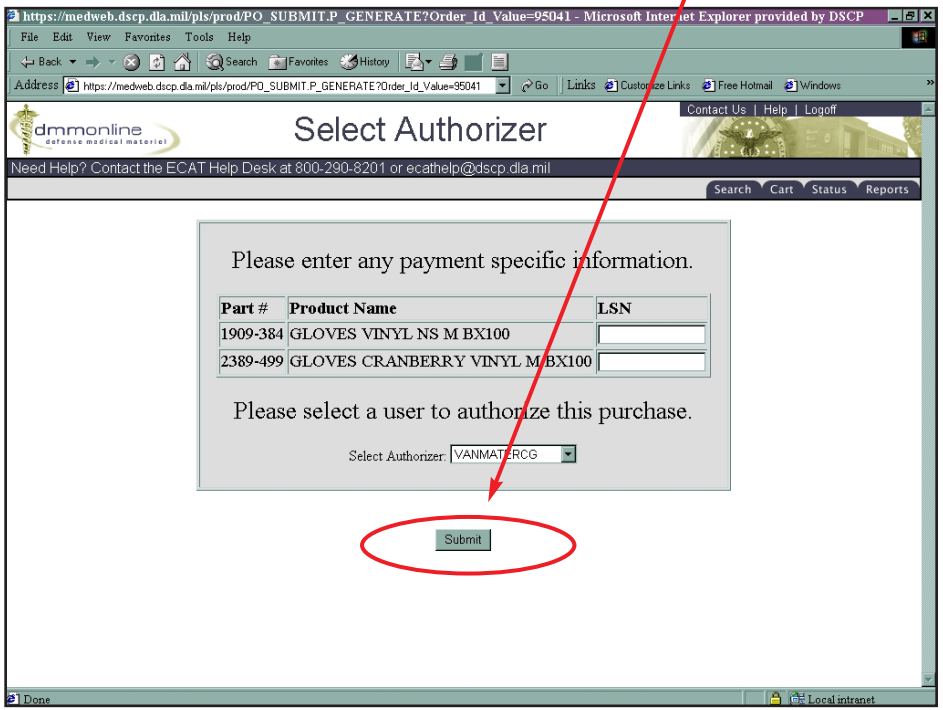
6.6.1 Select the Authorizer

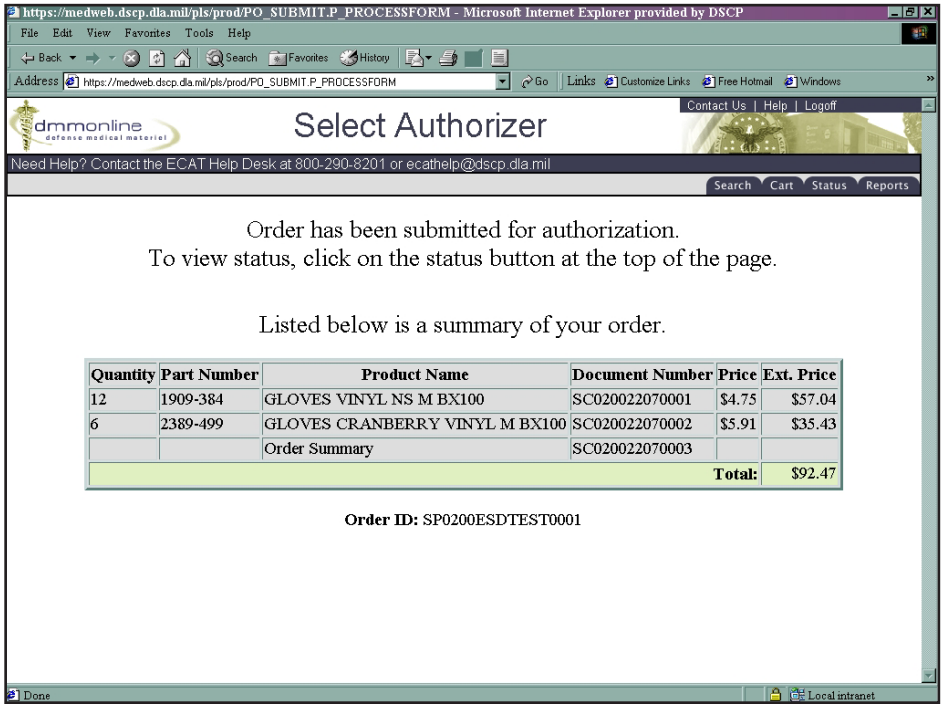
Since you are an Order Builder, and you are not authorized to complete the order, you must select an Authorizer from the **Select Authorizer** list box.



6.6.2 Submit the Order

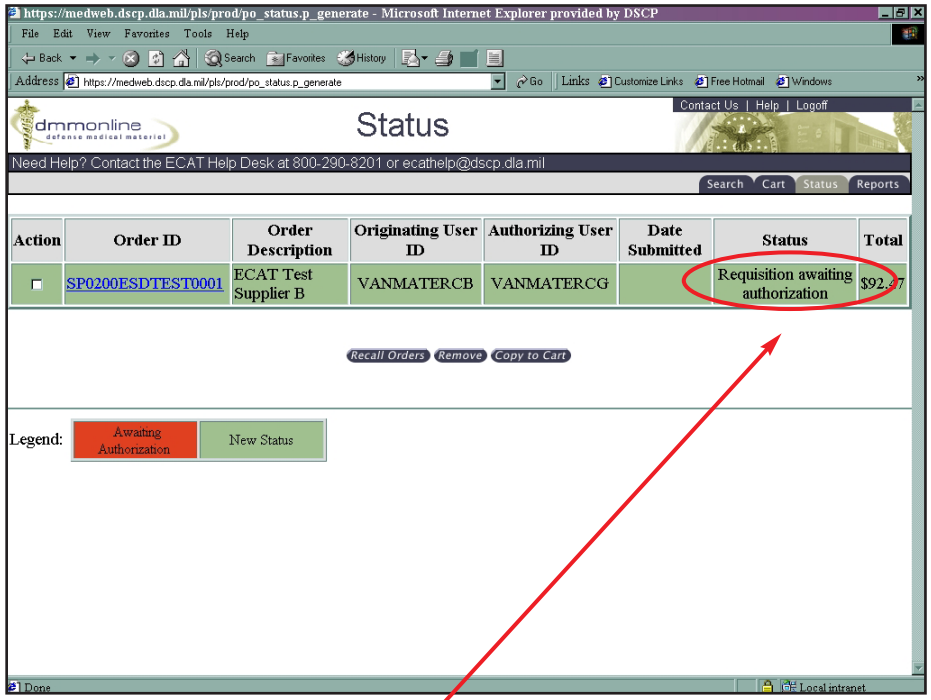
Once you have selected an Authorizer, click the **Submit** button to submit the order, which will be electronically sent by the ECAT application to the selected Authorizer.



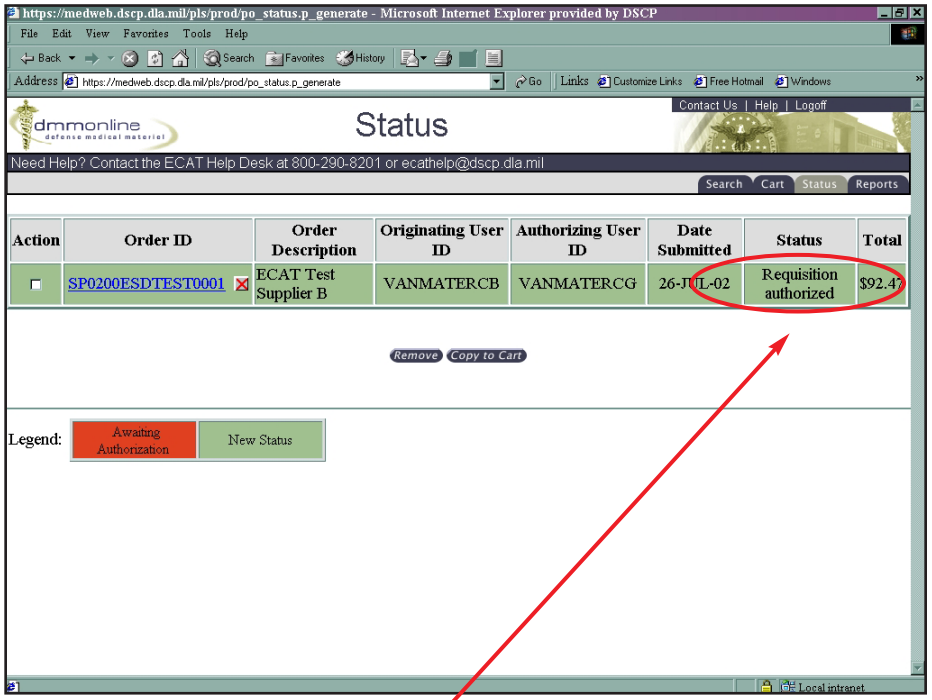


6.6.3 Status of Order

The **Status** page provides you the current status of your order. It lets you know what action the Authorizer took for the order. The Authorizer can accept and then submit the order, or he/she can reject the order and return it to you. The Status page will be explained in more detail in Lesson 7.



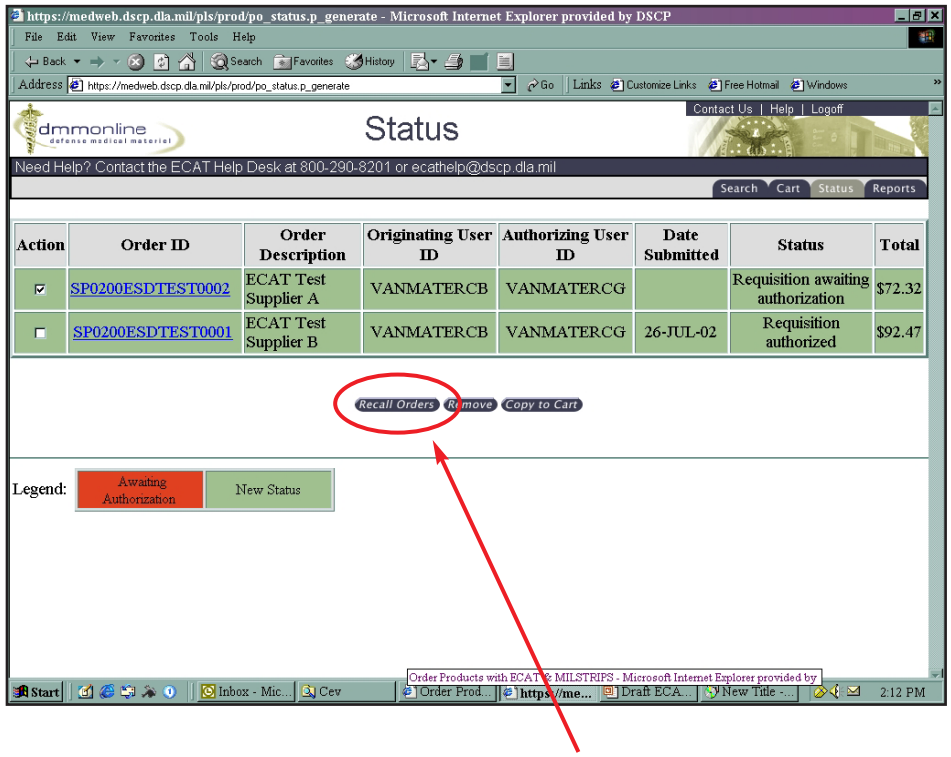
The order has been sent to be authorized.



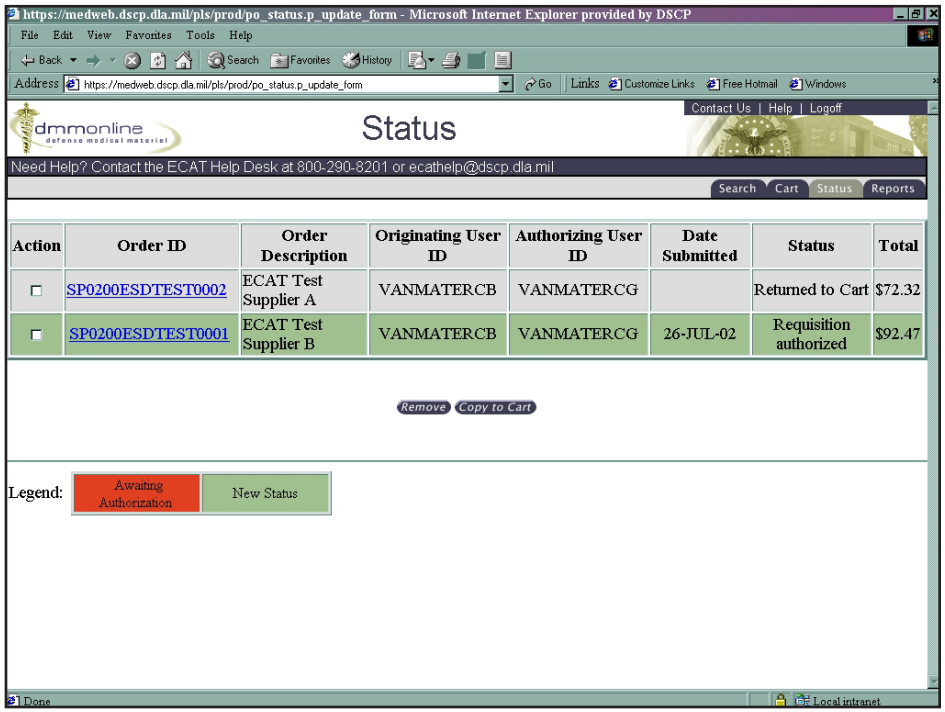
The order has been accepted by the Authorizer and submitted to the supplier.

6.6.3.1 Recall an Order

If after placing an order, you decide that you no longer want the items, you can recall the order. However, you can only recall an order before the order is authorized or viewed by the Authorizer. To recall an order, click the Action checkbox next to the order you want to recall, and click the **Recall Order** button at the bottom of the page. The page will refresh and the order's status message will change to "Returned to Cart". If the order you are trying to recall is not eligible for recall, you will get an error message. If no orders on the page are eligible for recall, the Recall Order button will not be visible on the page.

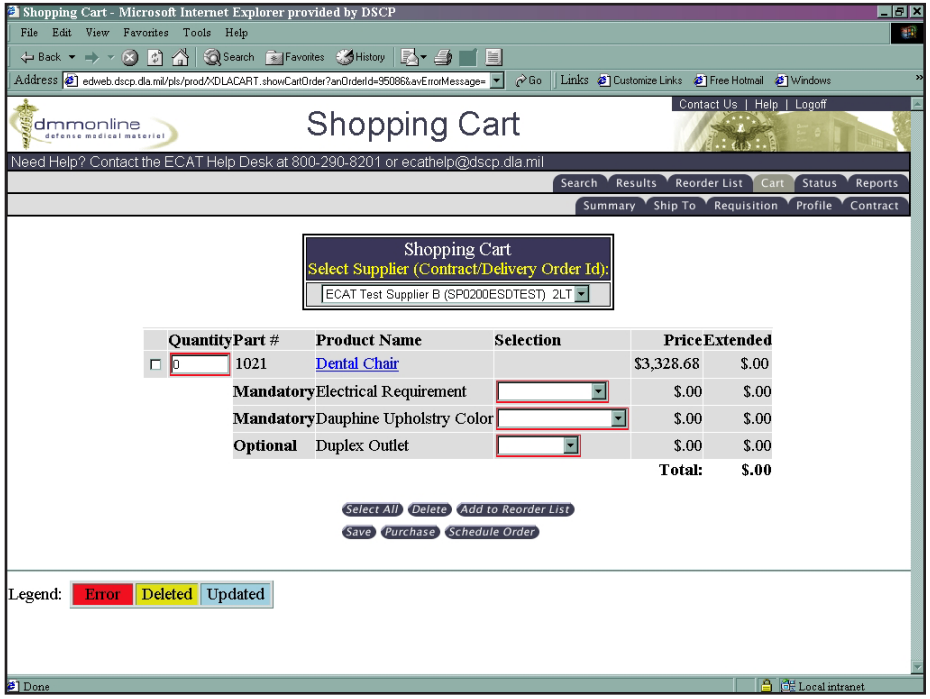


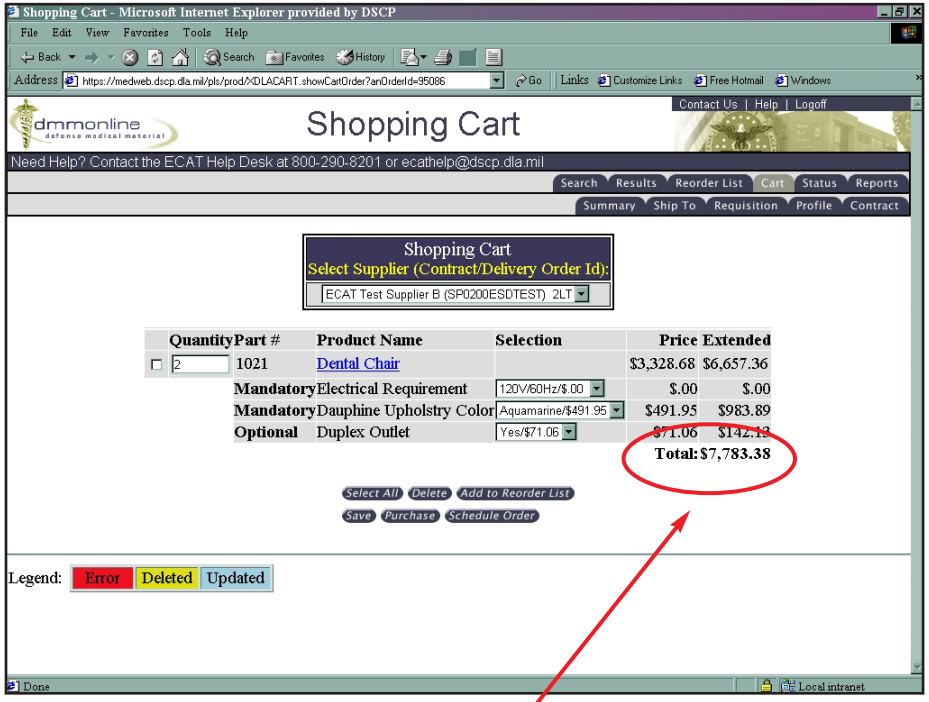
Recall Order button



6.7 Select Options for Equipment Items

There are certain **Equipment Items** that have options for you to choose when you purchase them. Some are mandatory and some are optional as indicated. To choose an option, click the list box next to it. Once you choose the options you want, click the **Save** button, and the Extended Price column will be updated. The Total at the bottom of the Extended Price column will then reflect the final delivered price for the item with the options you have chosen.

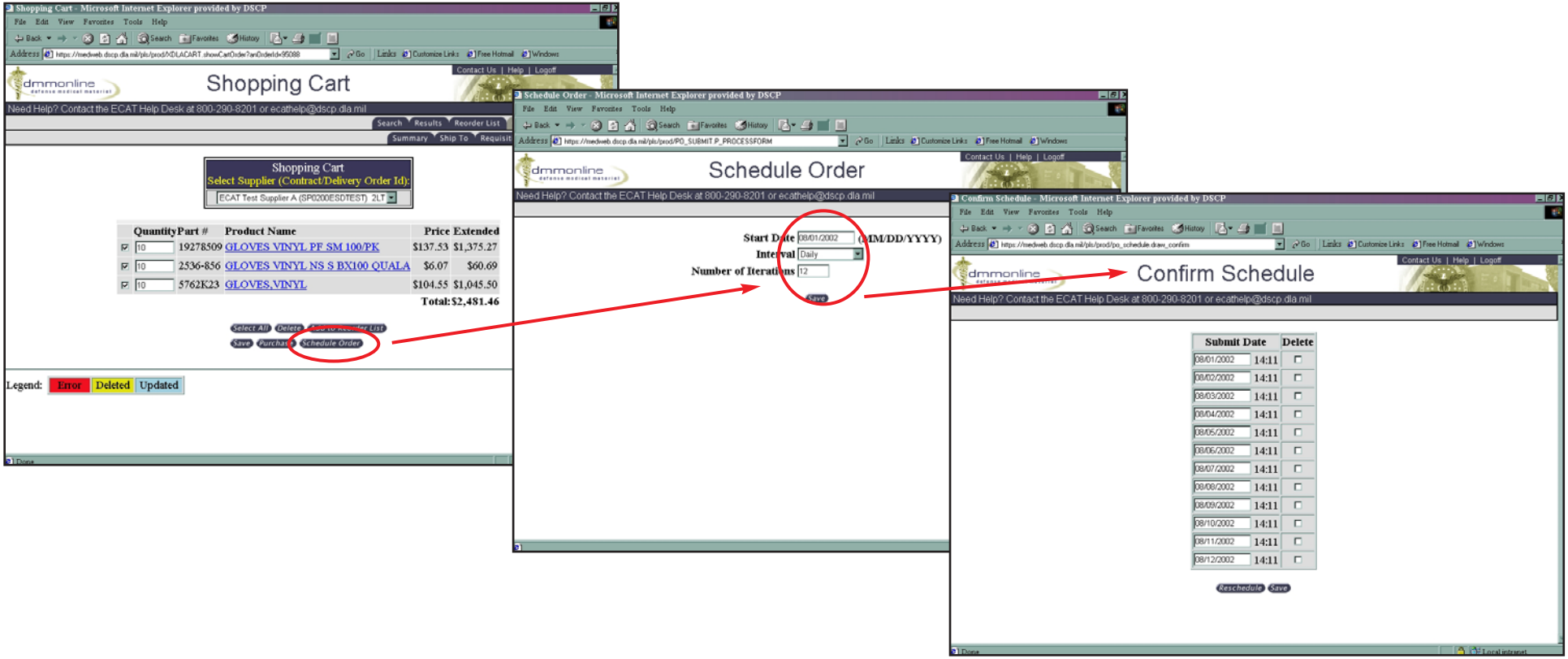




Final Delivered Price

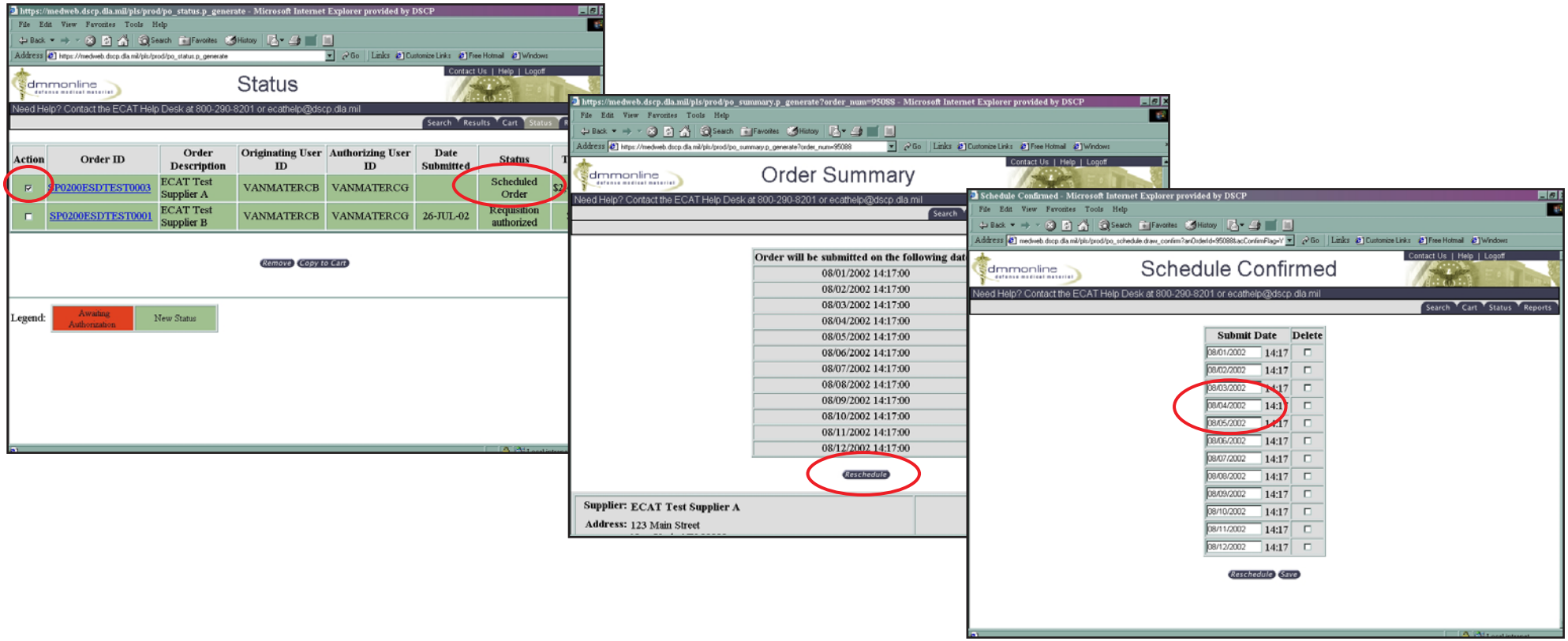
6.8 Create a Scheduled Order

If there is an order that you place frequently and regularly, you can create a **Scheduled Order** for it, eliminating the repetitive steps of creating the order list, purchasing the items, and sending the order to the Authorizer manually each time. Instead, the application will automatically perform these functions for you. To schedule an order, click the action box next to the items you want in your order, and then click the **Schedule Order** button. Select the date you want the order sent to the supplier, how often you want the order sent **(Intervals: weekly, biweekly, etc.)**, and how long you want this schedule to be in place **(Number of Iterations)**. For example, you could set a schedule starting on May 1, 2002, on a weekly basis, 10 times.



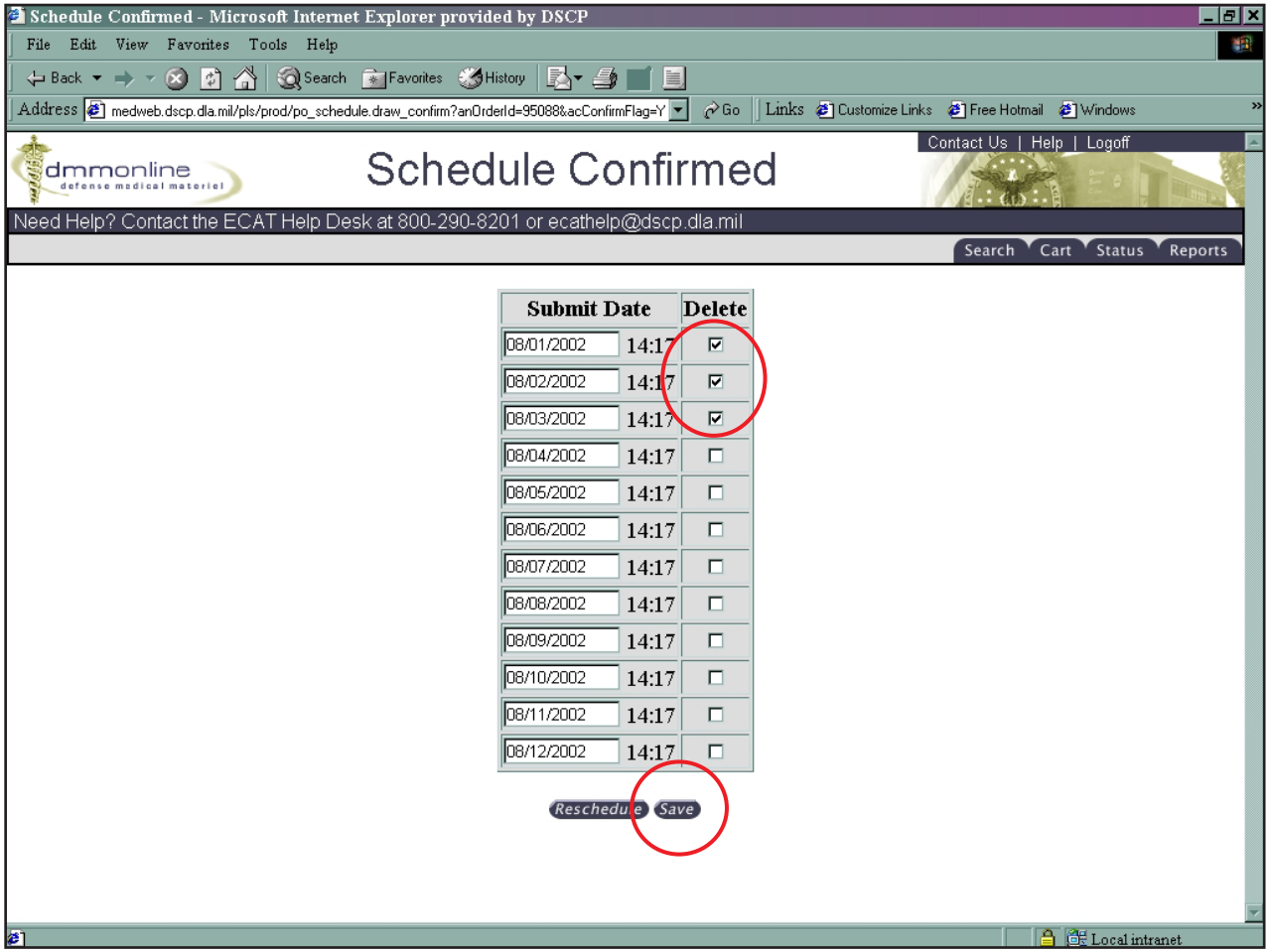
6.8.1 Modify the Schedule

To **Modify the Schedule**, click the **Status** tab, click the Action box next to the Order you want to modify, then click the **Order ID** that has a **Scheduled Order** in the **Status**. Click the **Reschedule** button to modify it. Then you will be able to click in each **Submit Date** field and modify the date.



6.8.2 Delete a Schedule

To delete the dates that are in the schedule, click the **Delete** Action box for each date that you no longer want, and then click the **Save** button.



Below are a few questions designed to reinforce the material presented in the preceding lesson.
Please take a few minutes to carefully read and answer them. The answers can be found in Appendix F.

Lesson 6 Questions

1. What is the Cart?

a. The place where you put all the items you want to purchase
b. The place where you compare prices of items
c. The place where you search for the items you want to buy
d. The place where you list the items you might want to purchase

2. What do you put in the Cart?

a. Items you are considering buying
b. Items you want to add a User Note to
c. Items you want to compare
d. Items you want to buy

3. From which four pages can an item be added to the Cart?

a. Working List, Reorder List, ECAT Log In, Product Listing
b. Product Listing, Working List, User Notes, Reorder List
c. Product Listing, Working List, User Notes, User Address
d. Reorder List, Working List, Status, Product Listing

4. How are items in the Cart arranged?

a. By supplier and lead time
b. Alphabetically by item
c. In the order in which you added them
d. By price

5. What is the extended price of an item?

a. Total price of all items in the Cart
b. Price over an extended shipping term
c. Quantity ordered multiplied by the item price
d. Volume discount price

6. On which of the five pages in the Cart can you make changes to your In the Clear address?

a. Requisition
b. Profile
c. Ship To
d. Contract

7. According to the manual, what is the sequence of steps for purchasing an order?

a. Select the supplier and contract in the Cart, click the Profile tab and check the supplier's address, enter the quantity for each item and click Save, click Ship To and check the shipping address, remove unwanted items from the Cart and click Save, click Purchase
b. Select the supplier and contract in the Cart, enter the quantity for each item and click Save, click Ship To and check the shipping address, remove unwanted items from the Cart and click Save, click Purchase
c. Select the supplier and contract in the Cart, enter the quantity for each item and click Save, click Ship To and check the shipping address, remove unwanted items from the Cart and click Save
d. Select the supplier and contract in the Cart, enter the quantity for each item and click Save, click Ship To and check the shipping address, select the items you wish to purchase by clicking the Action checkbox next to them, click Purchase

8. When can you recall an Order?

a. At any time
b. You can't
c. Before you log out of the application
d. Before it is authorized or viewed by an Order Authorizer

9. What feature automates the process of placing an order you place frequently and regularly?

a. Scheduled Order
b. Reorder List
c. Product Search
d. History for Order