



# Shared Cart User Guide



WE ONLY  
HAVE DECAF!  
(YUCK!)

I asked for  
ORGANIC  
CREAMER.

ADVIL!!!

Tea is  
better with  
#ONEY!

Hand  
sanitizer

We need  
MORE SOAP

My doctor  
said I need  
a new chair.

CAN WE  
GET MORE  
WIPES?

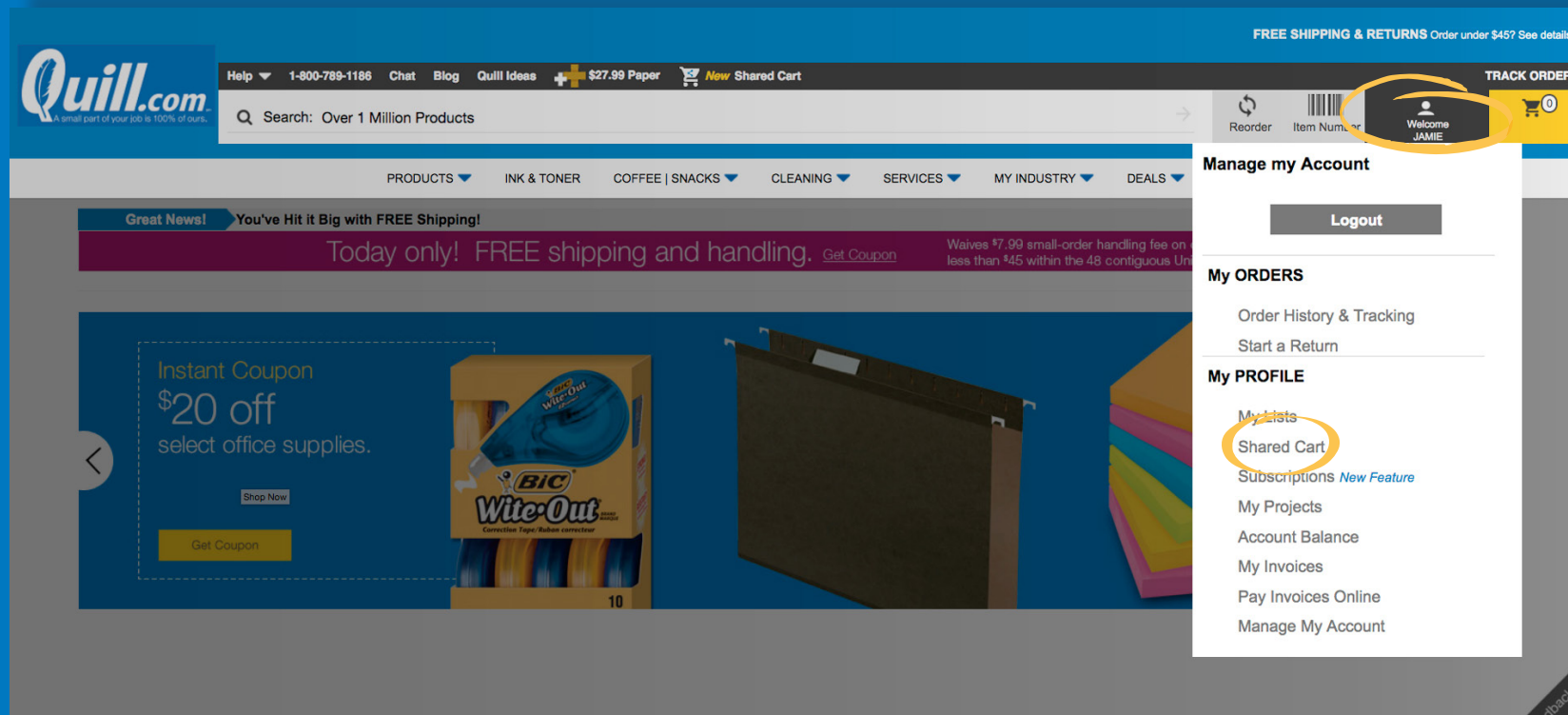
Need  
Ink!!!!

Need  
paper  
clips!!!

Everyone  
sick. I  
need tissue  
paper.

# Shared Cart Admin Experience

## Let's get started!



Login and  
open your  
Account menu.

Then click  
Shared Cart.

# Create your Shared Cart

- Name Your Shared Cart
- Invite Requesters to Your Shared Cart
  - Enter their email addresses separated by a semi-colon
- Set Privacy Settings
  - Public allows requestors to see the products other requestors add
  - Private allows requestors to only see the products they personally add to the cart
- Set a Due Date for Your Shared Cart
  - If you do set a date, we can send automated reminders to requestors (uncheck the boxes if you don't want these reminders sent)

## NOTE:

You can also set this due date from your "My Account" page.

## Shared Cart

### Create Shared Cart

**\*Name Your Shared Cart:**

**\*Select Shipping Address for this Shared Cart:**

[Add or Edit Shipping Address](#)

**\*Invite Requestors to your Shared Cart:**

[Add an Optional Note](#)

**\*Privacy Setting ?**

☒ Public ☐ Private

**Set Due Date (Optional):**  
Let everyone know when their supplies must be added to your Shared Cart

☒ 08/16/2017 [Clear](#)

☒ Remind Requestors 3 days before due date by email

☒ Remind Requestors 1 day before due date by email

[Save Cart and Send Invitation Email](#)


# Invitation + Logging in

Once you click “Save Cart and Send Invitation Email”, everyone added to the cart will receive an email with instructions on how to add products to the Shared Cart.


No need for full Quill.com account—simply create a password.

You've been invited to a Shared Cart!

**It's time to add supplies to a new Shared Cart!**


 Quill.com

Sent: Fri 8/4/2017 3:13 PM


To:  Joe Smith

Retention Policy: Staples Standard Inbox Cleanup Policy (Cloud) (6 months) Expires: 1/31/2018

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 **Quill.com**  
A small part of your job is 100% of ours.

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**Shared Cart** 

**Add the supplies you need to this Shared Cart.**

**CAROL UMBENHAUER** has invited you to a Shared Cart. Join today to assure simple and accurate ordering.

Join Cart: **Merchandising Dept Supplies**

Please add your requests to your Shared Cart by : **8/31/2017**

**New to Shared Cart?**

- Add the supplies you want to request directly to this Shared Cart to assure you get exactly what you need. Once added, the Cart admin will review and place the order.
- Signing-up is easy: Simply click the invitation link and create a password.
- Once logged in, search for the supplies you'd like and click "Add to Shared Cart".

[Join Cart](#)

## Create a Profile

Track orders, quickly reorder and more.

\*Required fields

\*Email Address:

Jxxxxxxxxxxxxxxxxx@quill.com

\*Password:

Show Password ☐

(Min 8 Characters, Max 30 Characters. Password must meet at least 3 conditions of uppercase alphabet, lowercase alphabet, number and/or special character)

[Save Profile and Start Shopping](#)

Search for the products you'd like and click "Add to Shared Cart".

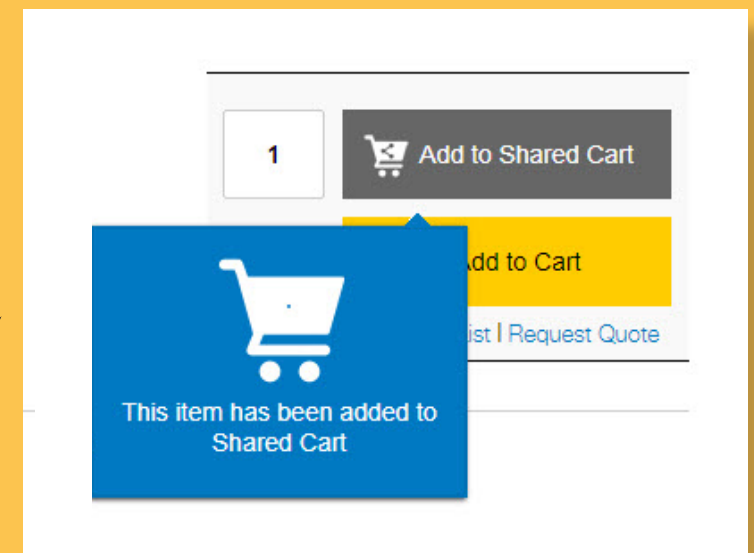


# Adding Products



Once logged in, Requesters search for the products they'd like and click "Add to Shared Cart"

Item has been added.

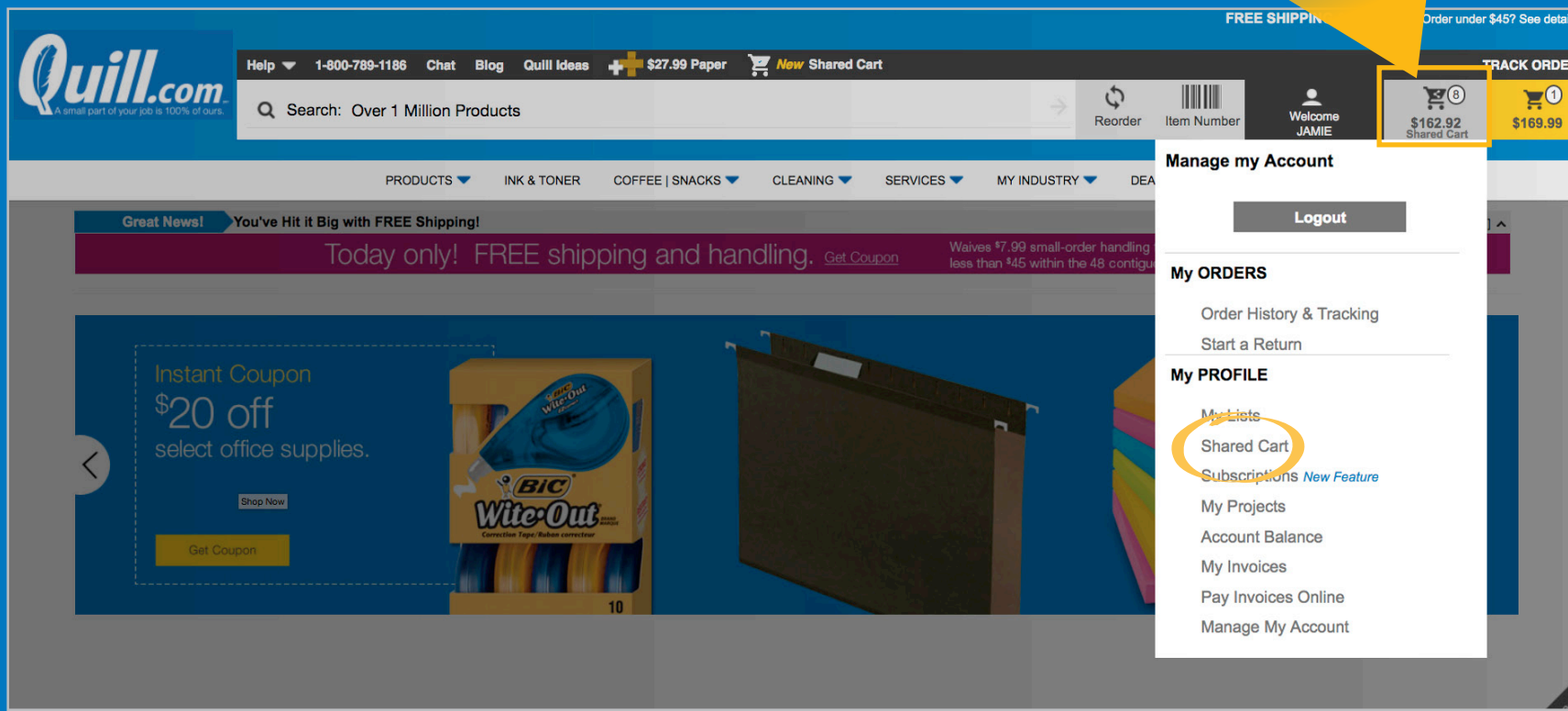
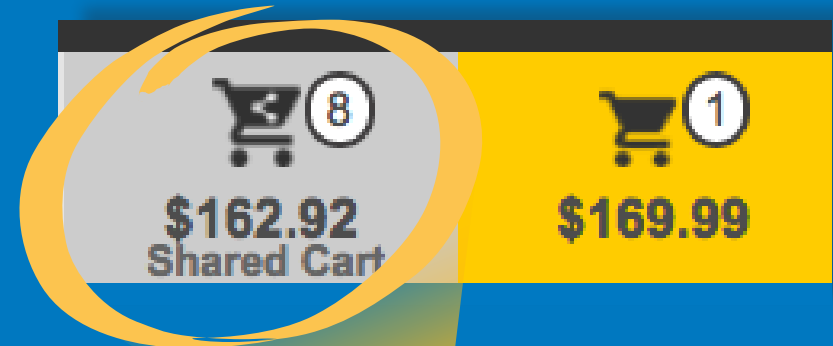


Shared Cart Admin Experience

# Viewing Your Shared Cart

Once your cart is created, you can access it through the site header or through your Account Menu.

Access through site header (watch as users add items)!



Open your My Account Menu and click "Shared Cart".

## Shared Cart Admin Experience

# Reviewing + Editing Cart








Once Requesters have added products to the cart, you can delete products, replace products with comparable ones, change quantities and add new products.

**Shared Cart: ★ Marketing Dept Supplies**

[Add Users to Shared Cart](#) | [Send Shared Cart Reminder](#)

Items below have been added by members of this shared cart.  
Items will ship to: **100 Schelter Road Lincolnshire, IL 60069**

Items added by: **jamiel.greenberg@quill.com**

|   |   |  |                                |   |               |   |
|---|---|--|--------------------------------|---|---------------|---|
| <input checked="" type="checkbox"/>               | <br>Item #: 901-740137       | Quill Brand® 1/3-Cut Letter File Folders<br><b>Note:</b>  | \$7.99 Box<br>When you buy 5+  | 2 | \$17.98 Total |    |
| <b>Items added by: Deborah.Townsley@quill.com</b> |   |  |                                |   |               |   |
| <input checked="" type="checkbox"/>               | <br>Item #: 901-VLGBAP81AST | BIC® Velocity® 8Pk Ballpoint Pens<br><b>Note:</b>  | \$8.99 Pack<br>When you buy 6+ | 1 | \$8.99 Total  |    |
| <input type="checkbox"/>                          | <br>Item #: 901-65424SSAUC | Post-it® Notes; 3" x 3", Rio de Janeiro Collection<br><b>Note:</b>   | \$24.99 Pack                   | 1 | \$24.99 Total |  |

☒ Deselect All

**Merchandise Total: \$162.92**

Shipping and tax will be applied in your shopping cart if applicable

[Move Selected Items to My Cart](#)

Selected items will be moved to your personal shopping cart.

Click "X"  
to remove  
item from  
cart.

Keep box  
checked to  
include item  
in final order.

Remove check  
mark to save  
product in cart,  
but not include  
in final order.

Move items in  
Shared Cart to  
your shopping cart.

NEW!

# Now create multiple Shared Carts.

Perfect if you're ordering for different departments or locations.

Manage requesters, send manual reminders and set due dates for every cart you create.

# Shared Cart


Create New Shared Cart


Manage a cart that allows multiple people to add products. [How to use shared cart](#)


## ★ Agency dept supplies ?

Created by Jamie Greenberg

Items will ship to:  
100 Schelter Road Lincolnshire,  
IL 60069

 Manage Requestors

 Send Reminder

 Set Due Date

## ★ Marketing Dept supplies ?

Created by Jamie Greenberg

Items will ship to:  
100 Schelter Road Lincolnshire,  
IL 60069

2 items in this shared cart

chris.patula@Quill.com

Deborah.Townsley@quill.com



# Shared Cart Admin Experience

## Checkout Step

Almost done!

Confirm your shipping and contact information.

Submit your order.


1 Contact Information [Edit](#)

2 Shipping Information 2345 Any Street Any Town, USA 001234 [Edit](#)

3 Payment Details [v](#)

☒ Credit Card ☐ Visa Checkout





**Your selected Billing Address:**

789 Any Avenue Any Place, USA 09510 

[Edit](#) | [Add a New Address](#)

Note: Invoices will be sent to the above address.


**\*Credit Card:**

    Using a Prepaid Gift Card?

**\*Expiration Date:**

Month  Year

**\*Security Code:**



**\*Cardholder Name**


☐ Set as default card

☐ Use a different credit card address than billing address above.  
Cardholder's Billing Address as listed on the credit card statement.


**SUBMIT ORDER**

**Order Total: \$497.02**

My Cart [Print Cart](#)

 Quill Brand® Steno Pads  
6"x9"; Green, Gregg Ruled, 12  
Pack  
Item # 901-SBNG  
[Remove](#) [Edit](#)  
Cost Center:

Expected delivery (1 items): 6 to 7 Business Days

 Haribo® Gummy Bears; 5 oz.  
Bags, 12 Bags/Box  
Item # 901-897912  
[Remove](#) [Edit](#)  
Cost Center:

Coupons [Collapse](#)

**Coupons** [Not all coupons can be combined](#)

Coupon

Coupon

Coupon

See who requested each product on invoice for easy distribution.