



## Adding Items to a Retrieved Cart

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This guide demonstrates how to add items to a retrieved cart. Adding items to a retrieved cart is useful when attempting to maximize bulk purchasing discounts or minimize shipping expense.

Note that adding items to a retrieved cart removes the shopper as the cart owner. The Requester will become the cart owner and the shopper will lose cart visibility.

### Procedure

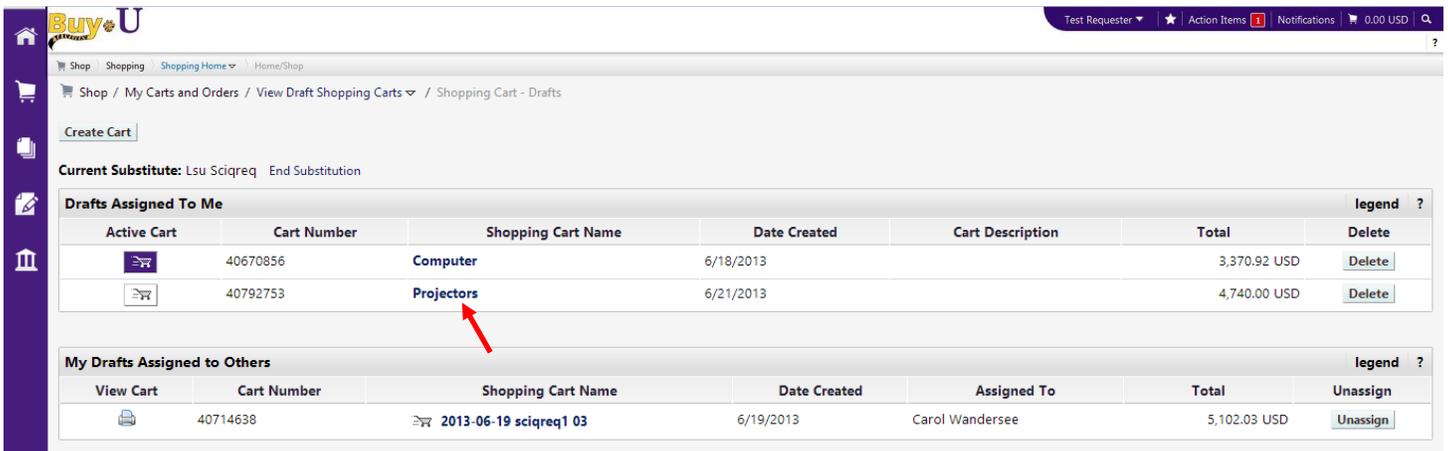
- From the **BUY-U** homepage, access your listing of assigned carts by clicking the **Action Items** link in the top navigation bar.



- Click **Carts Assigned to me** to retrieve the list.



- Click the desired cart name to retrieve the cart.



- The retrieved cart is now the active cart and items can be added by using the same methods utilized in a standard shopping experience.

***You have successfully retrieved a cart and added items.***