



Quick Reference Guide

Retrieving Assigned Carts



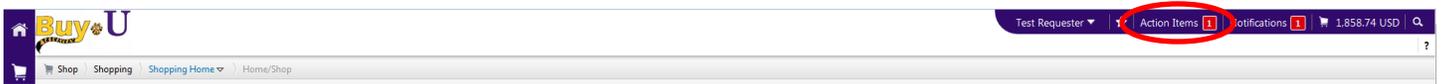
In This Guide

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This guide demonstrates how to retrieve a shopping cart that has been submitted to another user for review or processing. Shopping carts can be assigned to any user role for review, but, has to be assigned to a Requester for processing,

Procedure

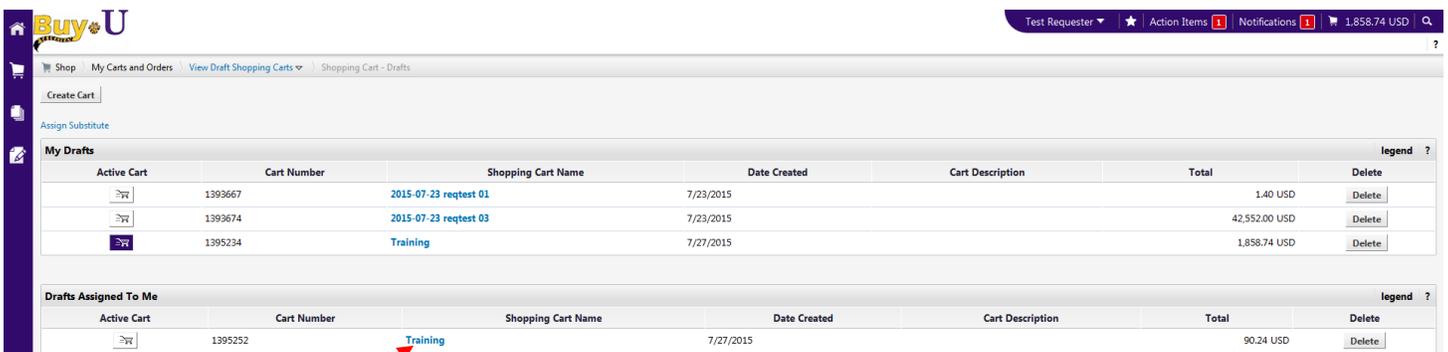
1. From the **BUY-U** homepage, access your listing of assigned carts by clicking the **Action Items** link in the top navigation bar.



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



3. Click the **Shopping Cart Name** to review the order.



NOTE: The **Delete** button will delete the cart from the system and the original cart creator will no longer be able to access the order.

Retrieving Assigned Carts



- The cart you selected will be displayed. Once the required fields are completed and the order is reviewed, it can be submitted in the usual way.

The screenshot shows the Buy@U shopping cart interface. At the top, there is a navigation bar with the Buy@U logo, user information (Test Requester), and cart status (Action Items: 1, Notifications: 1, 90.24 USD). Below the navigation bar, the cart is titled "Shopping Cart for Test Shopper" and contains one item: "VWR BEAKER PTFE 25ML PK2". The item details include a part number (89026-024), manufacturer info (007.025 - (VWR International)), and contract information (Test001). The cart summary shows 3 items for a total of 90.24 USD, with a subtotal of 90.24 USD and estimated tax/shipping/handling of 0.00 USD. Buttons for "Proceed to Checkout" and "Assign Cart" are visible.

Product Description	Unit Price	Quantity	Total
VWR BEAKER PTFE 25ML PK2 Item added on Jul 27, 2015 Part Number: 89026-024 Manufacturer Info: 007.025 - (VWR International) Contract: Test001 VWR Agreement: change...	30.08 USD PK	3	90.24 USD

You have successfully retrieved an assigned cart.