Retrieving Assigned Carts

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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.
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4. 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.

You have successfully retrieved an assigned cart.