Buy·U

Quick Reference Guide

Un-assigning Carts
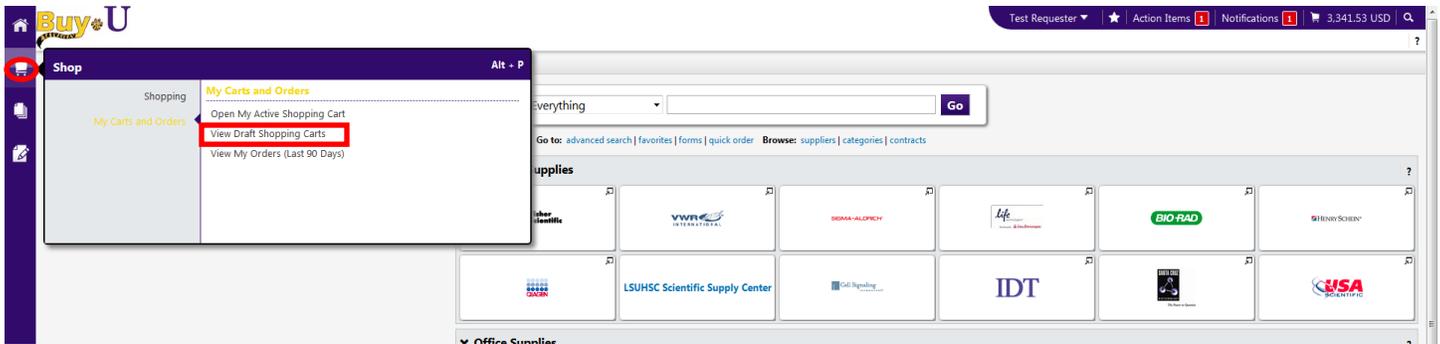
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In this Guide

✓ Un-assigning carts from a requester

This guide demonstrates how a shopper can **un-assign** a cart **AFTER** it has been assigned to the requester.

Procedure

1. Access your listing of carts by selecting the **shopping carts** icon from the navigation bar on the left side of the screen within **BUY-U**.

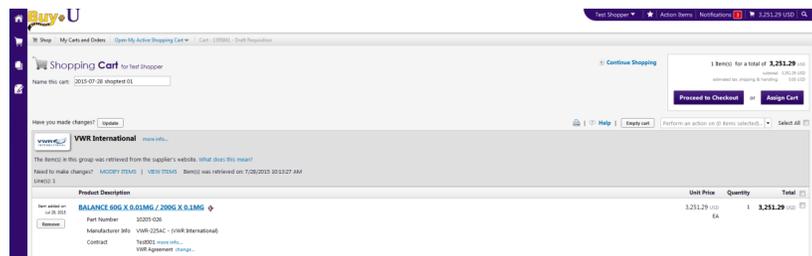2. Select the **My Carts and Orders** link → **View Draft Shopping Carts**

3. Locate the cart you want to un-assign from the **My Drafts Assigned to Others** section.
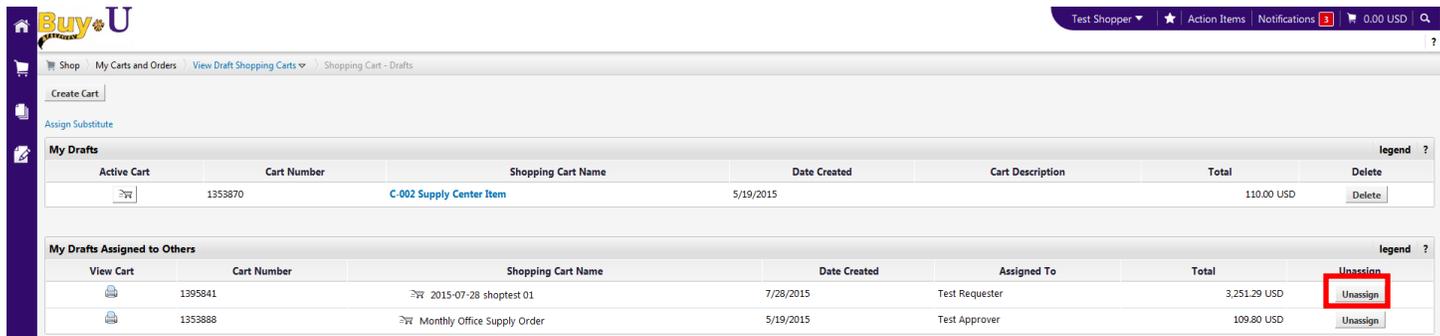
4. Click the **Unassign** button corresponding to the cart you want to un-assign.

5. **BUY-U** will now display the un-assigned cart as your active cart.

> ⚠️ *Requesters will not receive a notification that the assigned cart has been un-assigned.*
>
> *Please be sure that you notify the Requesters via email or phone that the cart has been un-assigned.*

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