Quick

Reference

Guide

Un-assigning Carts

In this Guide

✓ Un-assigning carts from a requester

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

Procedure

1. Hover over the Shopping Cart icon on the navigation bar on the left side of the screen.

2. Hover over the My Carts and Orders link \rightarrow Click View Carts

â				All 🔻	Search (Alt+Q)	0.00 USD	Æ	♡ 🗖	41
	Shop (Alt+P)	Open My Active Shopping Cart	Go	to: Favorites	s Forms Quick Order	Browse: Supplie	rs Cate	gories Con	tracts
ĥ	Shopping	View Carts							Q
	My Carts and Orders	View My Orders (Last 90 Days)							
Q	Admin								

- 3. Locate the cart you want to un-assign.
- 4. Click the Drop down Arrow next to View and then click the **Unassign** button

	Shop 🕨 My Car	rts and Orders ► View Carts	 Assigned Carts 			All 🔻 S	earch (Alt+Q) Q	0.00 USD 💆 🤇	• 📭 🛓 🕽
-	Cart Mar	agement							Create Cart
3	Draft Car	ts Assigned Carts							
2	Assign Substi	tute							
20	Filter Assi	gned Carts							
	Туре 🗠	Cart Number 🗠	Shopping Cart Name 🗠	Cart Description	Date Created	Total 🗠	Created By	Assigned To 🗠	Action
•	Normal	3337744	2021-09-13 kwalk6 06		9/13/2021	861.71 USD	Kyle Walker	Patrick Defourneaux	View 💌
}	Normal	3337767	2021-09-13 pdefou 06		9/13/2021	325.40 USD	Patrick Defourneaux	Kyle Walker	View 💌
	Normal	3363249	Printer Paper		10/19/2021	325.40 USD	Patrick Defourneaux	Kyle Walker	View - Show n
								View	Onom .

5. BUY-U will now display the un-assigned cart as your active cart and it will move back to the Draft Carts Tab.



