



Quick Reference Guide

Un-assigning Carts



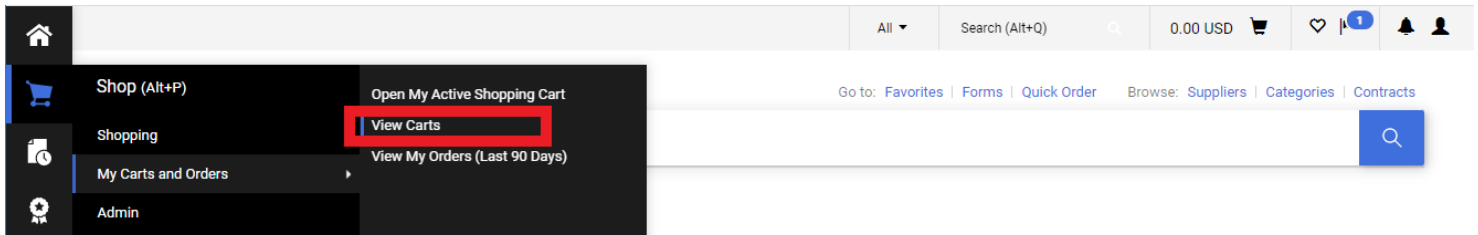
In this Guide

- ✓ Un-assigning carts from a requester

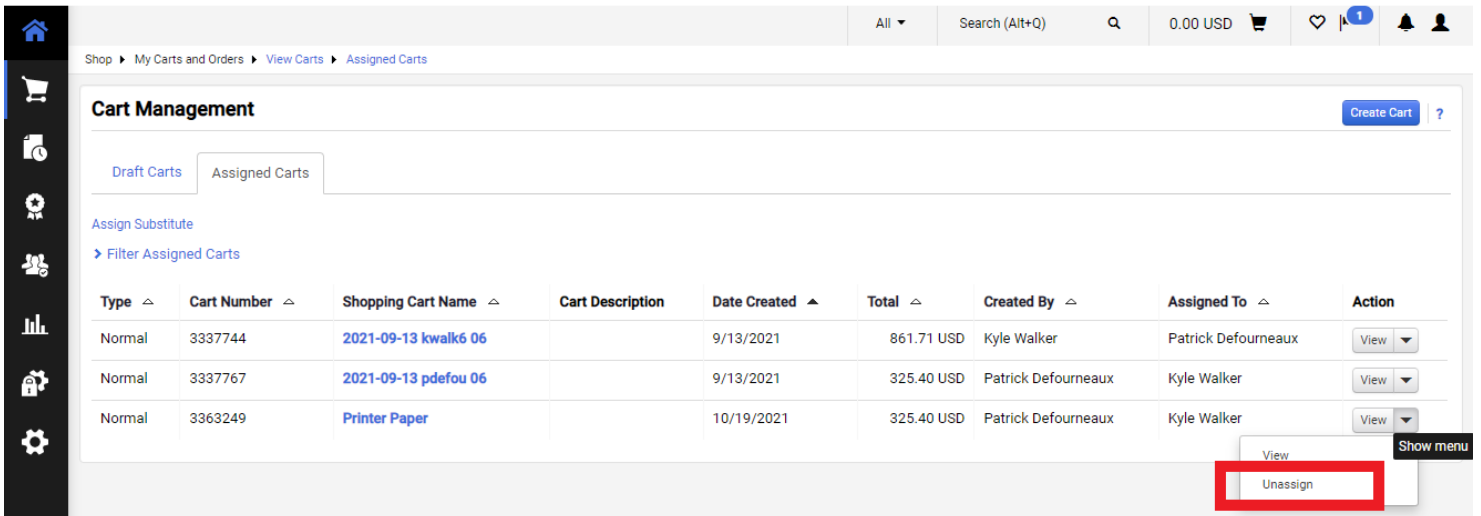
This guide demonstrates how a shopper can **un-assign** a cart **AFTER** it has been assigned to the requester.

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 → Click **View Carts**



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



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



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.