



Reference

Guide

Adding Items to a Retrieved Cart

In This Guide

✓ Retrieving assigned carts

✓ Adding items to a retrieved cart

This guide demonstrates how to add items to a retrieved cart. Adding items to a retrieved cart is useful when attempting to maximize bulk purchasing discounts or minimize shipping expense.

Note that adding items to a retrieved cart removes the shopper as the cart owner. The Requester will become the cart owner and the shopper will lose cart visibility.

Procedure

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

Buy * U	Test Requester 🔻 🔰	Action Items 1	Ne tifications 🗎	0.00 USD Q. ?
Shop) Shopping) Shopping Home 🗢) Home/Shop				

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

<mark>₿uy</mark> ∗U		Tes	t Requester 🔻 🔺 Action Items 🚺 Notifications 🗎 0.00 USD 🔍
Shop > Shopping > Shopping Home マ > Home/Shop			Action Items
	Shop Everything		My Assigned Assigned to Me

3. Click the desired cart name to retrieve the cart.

Â	<mark>₿uy</mark> ⊗U				Test Reques	ter 🔻 🛛 ★ 🛛 Action Items 🔳 🛛 Notificat	tions 🗎 0.00 USD Q.					
	Noping Shopping Shopping Home V Home/Shop											
Ì	🐂 Shop / My Carts and Orders / View Draft Shopping Carts 🗢 / Shopping Cart - Drafts											
	Create Cart											
1	Current Substitute: Lsu Scigreq End Substitution Drafts Assigned To Me											
	Active Cart	Cart Number	Shopping Cart Name	Date Created	Cart Description	Total	Delete					
血	- 24	40670856	Computer	6/18/2013		3,370.92 USD	Delete					
		40792753	Projectors	6/21/2013		4,740.00 USD	Delete					
	My Drafts Assigned to Others											
	View Cart	Cart Number	Shopping Cart Name	Date Created	Assigned To	Total	Unassign					
		0714638	🖙 2013-06-19 sciqreq1 03	6/19/2013	Carol Wandersee	5,102.03 USD	Unassign					

4. The retrieved cart is now the active cart and items can be added by using the same methods utilized in a standard shopping experience.

You have successfully retrieved a cart and added items.