

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.

ñ	<u>Buy</u> ∗U	ster 🔻 🛛 🛧 🛛 Action Items 🚺 🖉 Notifications 🔟 🍹 1,858.74 USD 🔍		
	Shopping) Shopping Home >) Home/Shop		Action Items	
			My Assigned Approvals	
٩		Shop Everything Go	Carts Assigned To Me	1

3. Click the Shopping Cart Name to review the order.

BuyøU				Test Requester 🔻 📔	🕇 🛛 Action Items 🚺 🗌 Notifications 🚺	📜 1,858.74 USD
Shop) My Carts and Orders	◊ View Draft Shopping Carts ♥ ◊ Shopping	Cart - Drafts				
Create Cart						
Assign Substitute						
My Drafts legent						legend
Active Cart	Cart Number	Shopping Cart Name	Date Created	Cart Description	Total	Delete
ेल	1393667	2015-07-23 reqtest 01	7/23/2015		1.40 USD	Delete
ेल	1393674	2015-07-23 reqtest 03	7/23/2015		42,552.00 USD	Delete
38	1395234	Training	7/27/2015		1,858.74 USD	Delete
Drafts Assigned To Me						legend
Active Cart	Cart Number	Shopping Cart Name	Date Created	Cart Description	Total	Delete
~	1205252	Testates	7.07.0045		00.04.1160	

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.

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.



n <mark>Buy</mark> ®U		Test Requester ▼ ★ Action	Items 🚺 Notifications 🚺 📜 90.24 USD 🔍
📜 📜 Shop 👌 My Carts and Orders 👌	Open My Active Shopping Cart 😎 🌔 Cart - 1395252 - Draft Requisition		
 Shopping Car Name this cart: Training 	for Test Shopper Return Cart	(1) Continue Shopping	3 Item(s) for a total of 90.24 uso subtrait 9024 USD estimated tax, shipping & handing: 0.00 USD
Have you made changes? Upda	e Itional more info	🔒 😳 Help Empty cart Perfo	Proceed to Checkout or Assign Cart rm an action on (0 items selected).
The item(s) in this group was retr Need to make changes? MODI	ieved from the supplier's website. What does this mean? YTIEMS VIEW TEMS Item(s) was retrieved on: 7/27/2015 208:25 PM		
Line(s): 1 Product Descr	lation		Unit Price Ouantity Total
Item added on Jul 27, 2015 Remove Part Numbe Manufactur Contract	PTFE 25ML PK2 r 89026-024 er Info 007.025 · (VWR International) Test001 more info WWR Agreement change		30.08 USD 3 90.24 USD PK

You have successfully retrieved an assigned cart.