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. 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 \rightarrow View Draft Shopping Carts

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	Shop		Alt + P									
	Shopping	My Carts and Orders		iventhing			60					
-	My Carts and Orders Open My Active Shopping Cart View Draft Shopping Carts											
12		View My Orders (Last 90 Days)		Go to: advanced search [favorites] forms] quick order Browse: suppliers centracts								
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3. Locate the cart you want to un-assign from the My Drafts Assigned to Others section.

🐂 Shop 👌 My Carts and Or	rders 🍐 View Draft Shopping Carts 🗢 🍐 Shoppin	ng Cart - Drafts				
Create Cart						
Assign Substitute						
My Drafts						
Active Cart	Cart Number	Shopping Cart Name	Date Created	Cart Description	Total	De
- <u>-</u> -	1353870	C-002 Supply Center Item	5/19/2015		110.00 USD	Del
My Drafts Assigned to	Others					
View Cart	Cart Number	Shopping Cart Name	Date Created	Assigned To	Total	Unass
	1395841	≧₩ 2015-07-28 shoptest 01	7/28/2015	Test Requester	3,251.29 USD	Unass
	1353888	금편 Monthly Office Supply Order	5/19/2015	Test Approver	109.80 USD	Unass

cart you want to un-assign.5. BUY-U will now display the un-assigned cart as

your active cart.

 1/28/035
 Test Approver
 1.09280 USD
 Unassign

 5/19/2015
 Test Approver
 1.09280 USD
 Unassign





