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.