

In This Guide

✓ Selecting an assigned shopping cart ✓ Unassigning a shopping cart

This guide demonstrates how to un-assign a shopping cart that has previously been assigned to a requester for review.

Why un-assign a shopping cart?

- If you need to make a change to the shopping cart
- If the requester is unavailable or if a different requester is identified

Requesters will not receive an email notification that the shopping cart has been unassigned. Shoppers should communicate the recall to the requester via other means.

Procedure

1. To access your assigned shopping carts, click **carts** ⇒ **draft carts** on the navigation bar, then go to the **My Drafts Assigned to Others** section.

After locating the shopping cart, you are ready to un-assign the shopping cart.

		Sally Shopper pro	file logout : - Drafts		-ेे Lab Supplie : Search for Catalo	s for Dr. Edwards 1 ng No. (SKU) 💌	L item(s), 750.00 USD
home/shop	favorites	forms	carts		l document search		more >> 💌 🗚
active cart draft	carts favorites	my requisitions					?
Create Cart Assign Substitute							
My Drafts							legend ?
Active Cart	She	opping Cart Name	Da	ate Created	Cart Description	on Total	Delete
<u>िल्ल</u>	Lab Supplies fo	or Dr. Edwards	11/14/	11/14/2011		750	.00 USD Delete
- 1	Tool Order		11/27/	11/27/2011		5,999	.00 USD Delete
My Drafts Assign	ed to Others						legend ?
View Cart	She	opping Cart Name		Date Created	Assigned 1	To Total	Unassign
	2011-11-1	18 sally_shopper 01	11/	18/2011	Roger Requestor	16.28	USD Unassign

2. Click the Unassign button.

- The original shopping cart will display.
- Edit the shopping cart if needed (don't forget to click the Update button.)
- When the shopping cart is complete, assign to a requester.

You have successfully un-assigned a shopping cart.