Assigning a Cart
1. Once all items are in your cart, select the cart icon from the top right corner of the page.
2. From My Cart, select the View My Cart button.
3. From your Shopping Cart, click Assign Cart.
   a. If you need to edit the cart before assigning it, select View Cart Details.
   b. Once you’ve edited your cart, select Assign from the view my cart page.
4. From the pop-up window, if you do not have any saved Cart Assignees, select Search for an assignee.
   a. If you have saved Cart Assignees, use the Select from profile values drop-down menu and move to step 8.
5. Select Search for an assignee.
6. From the pop-up window, type in the First/Last name of the Cart Authorizer, select Search.
7. From the search results, select the Cart Authorizer you wish to assign this cart to.
8. Enter a note to assignee, and then click Assign.

Edit Draft Carts Assigned to Me
1. Navigate to Shop>My Carts and Orders>View Draft Shopping Carts.
2. Within the Drafts Assigned To Me section, select the cart by clicking on the cart number or shopping cart name.
3. Once in the cart, click View Cart Details.
4. Edit the cart as needed. When completed:
   a. Submit: Will submit the cart into workflow.
   b. Assign: Will assign the cart to another Cart Authorizer.

View Carts You Previously Submitted
1. Navigate to Shop>My Carts and Orders>View My Orders (Last 90 Days). By default, your ‘outbox’ defaults to last 90 days but you can change the Date Range field.

Creating Multiple Carts
You can have multiple carts at a time, but only 1 active. An active cart is the current cart you will be adding catalog goods or forms to. To create multiple carts:
1. Navigate to Shop>My Carts and Orders>View Draft Shopping Carts.
2. Select Create Cart.

Unassigning a Cart
You can only unassign carts that have not been ‘touched’ by the Cart Assignee.
1. Navigate to Shop>My Carts and Orders>View Draft Shopping Carts.
2. If the cart is available to be unassigned you will see it within the My Drafts Assigned to Others. Click Unassign.

Accessing Active and Draft Carts (Including draft carts assign to me)
1. Navigate to Shop>My Carts and Orders>View Draft Shopping Carts.
2. You can access any carts listed on this page by clicking the shopping cart name.
   a. My Returned Requisitions: Contains all requisitions that were returned after the cart was submitted.
   b. My Drafts: Contain all carts you currently own and have not submitted or assigned.
   c. Drafts Assigned To Me: Contains all carts that others have assigned to you.
   d. My Drafts Assigned to Others: Contains all carts you’ve assigned to other individuals.

Delete/Withdraw A Cart
You can only delete carts that you have not submitted. You can only withdraw carts that have been returned to you.
1. Navigate to Shop>My Carts and Orders>View Draft Shopping Carts.
2. You will see a Delete/Withdraw option available if the cart can to be deleted/withdrawn. Locate the cart you wish to delete/withdraw and select Delete/Withdraw.