

Finding and Viewing an Assigned Cart

You will receive an e-mail notification when a cart is assigned to you. You can find any carts assigned to you under the **Drafts Assigned to Me** section on the **draft carts** page. When you access a cart, you can view key information such as **Product Details** and **Supplier Info**.

Upon completion of this topic, you will be able to:

- Find a cart that has been assigned to you
- Review all key information within the cart

Procedure

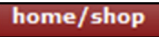
Consider the scenario:

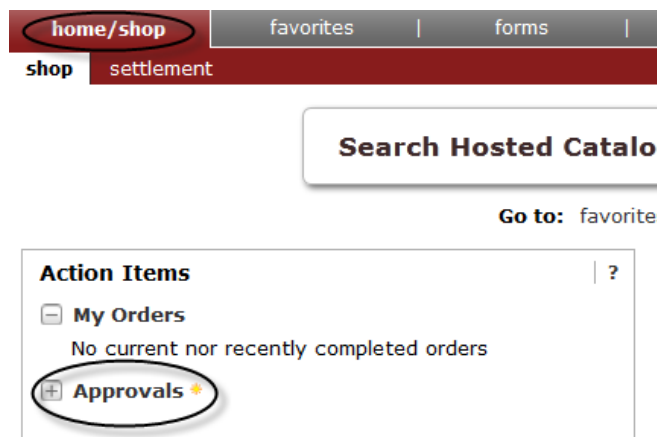
Your goal is to find and review a Shopping Cart that has been assigned to the Requisitioner.

Key information:

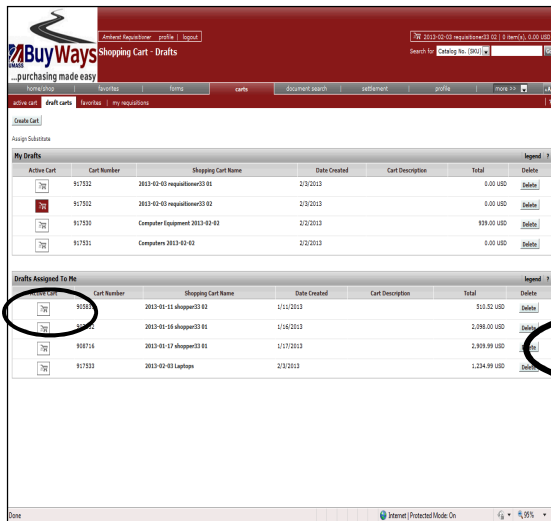
Shopping Cart Name: 2013-02-03 Laptops

Product Description: Latitude 2120; Latitude 2120




Step	Action
1.	As a Requisitioner you will receive an email notification that a cart has been assigned to you and needs to be reviewed, completed, and submitted to an Approver. Once located and accessed, the Requisitioner can edit any of the information in the cart and can choose to return the cart to the Shopper for changes.
2.	Click the home/shop tab to find carts which need review. 
3.	In the Action Items box, click the Approvals link.



Step	Action
4.	Under My Assigned Approvals , click the Carts Assigned to me (4) link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Carts Assigned to me (4)</div>
5.	Carts assigned to you for review, completion, and submittal are located in the Drafts Assigned To Me section.

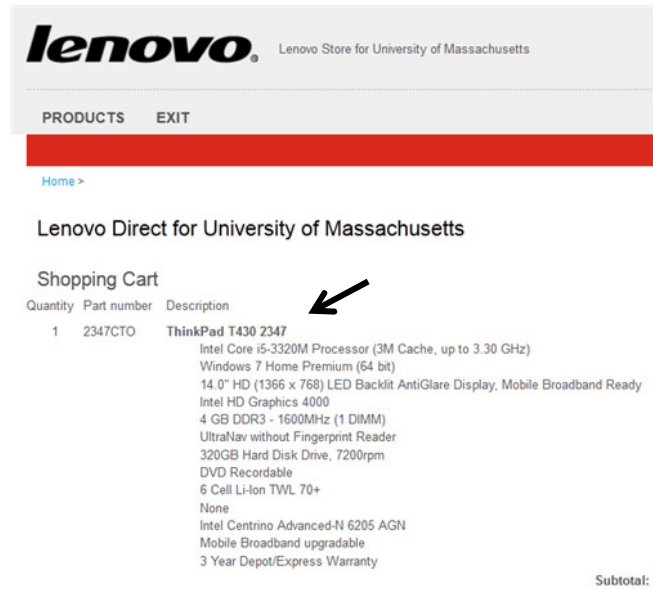
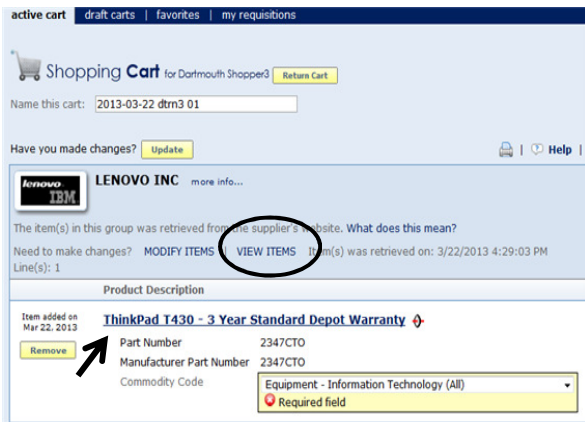


Drafts Assigned To Me

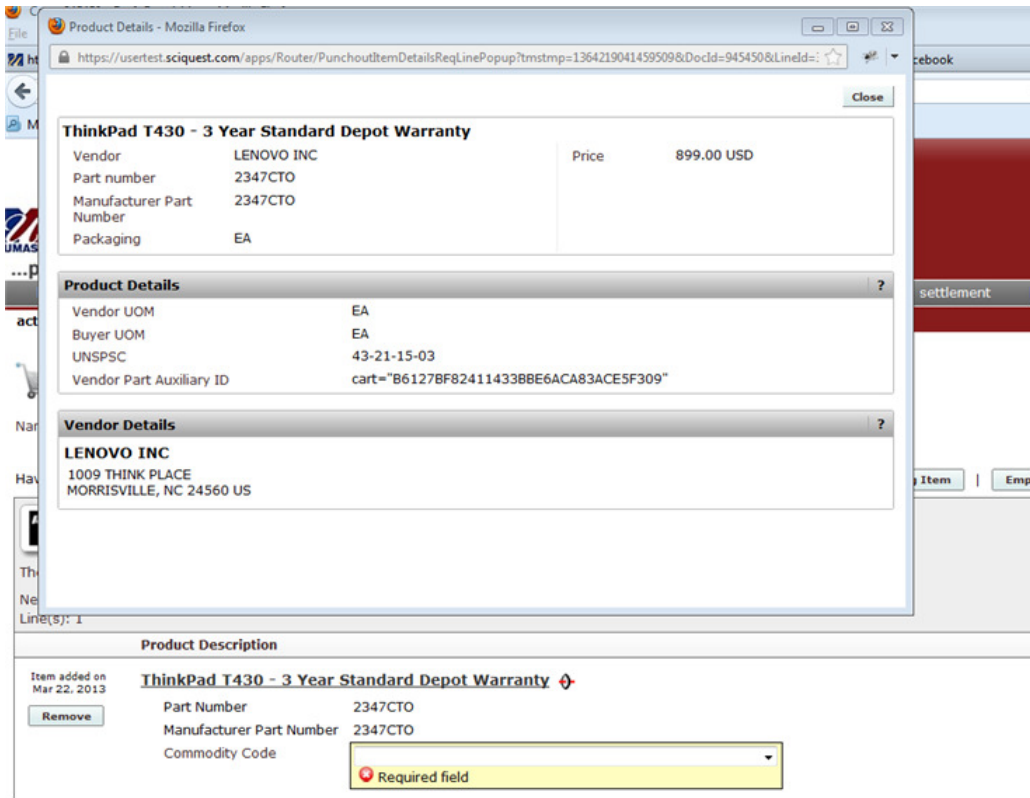
Active Cart	Cart Number	Shopping Cart Name
	945450	2013-03-22 dtrn3 01
	945467	2013-03-22 dtrn3 01
	927255	Process Req 1

6.	Click the Shopping Cart Name link to view items in a cart. <div style="border: 1px solid black; padding: 2px; display: inline-block;">2013-02-03 Laptops</div>
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Step	Action
7.	<p>This screen view provides line item detail information.</p> <p>By clicking VIEW ITEMS you are given access back to the Order in the Punch-out catalog. Vendor and product descriptions are included.</p>



Step	Action
8.	<p>In the Product Description section of the Requisition, click the ThinkPad T430 – 3 Year Standard Depot Warranty link.</p> <p>ThinkPad T430 - 3 Year Standard Depot Warranty ↗</p>



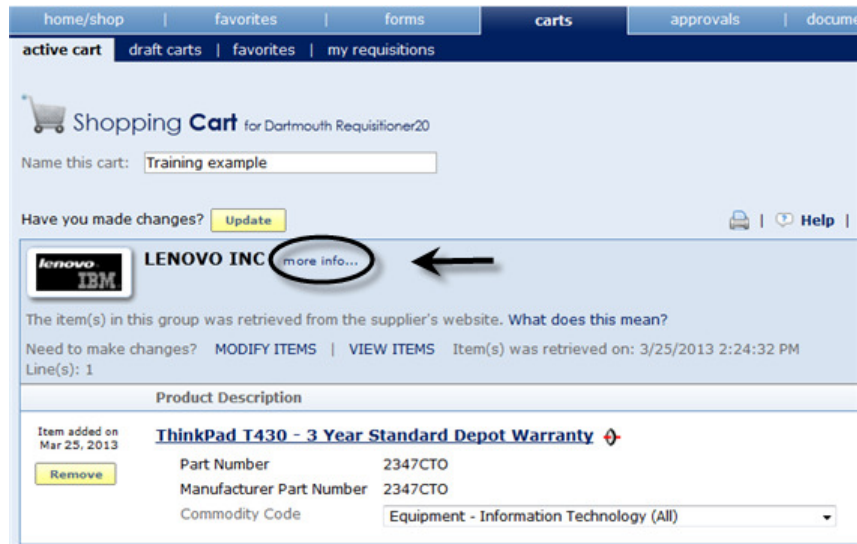
9.	<p>The Product Details overlay window opens, providing information on both Product and Supplier Details.</p> <p>When review of the item is completed, click the Close button.</p> <p>Close</p>
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Step	Action
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10. You can access and view additional information about the supplying vendor.

Click the **more info...** link.

more info...





11. The **Supplier Info** overlay screen appears. This screen page provides Vendor and Contracts information.


After reviewing this information, click the **Close** button.

Close



Step	Action
12.	Click the  link to view the Punch-out catalog Order for the item/s in the cart.
13.	Click the  button, in the upper right corner, when you have completed your review of the Order.



14.	You are returned to the active cart screen. Click the home/shop tab. 
15.	Congratulations! You have successfully found, accessed, and reviewed an assigned cart. End of Procedure.