

Return Cart to the Shopper

When reviewing a cart, you may identify changes that need to be made. You can either (a) apply the changes or (b) return the cart to the Shopper so he/she can apply the changes. When you return a cart to the Shopper, you will be asked to leave a note on the reason the cart was returned.

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

- Return a Requisition to a Shopper
- Enter the reason the cart has been returned

Procedure

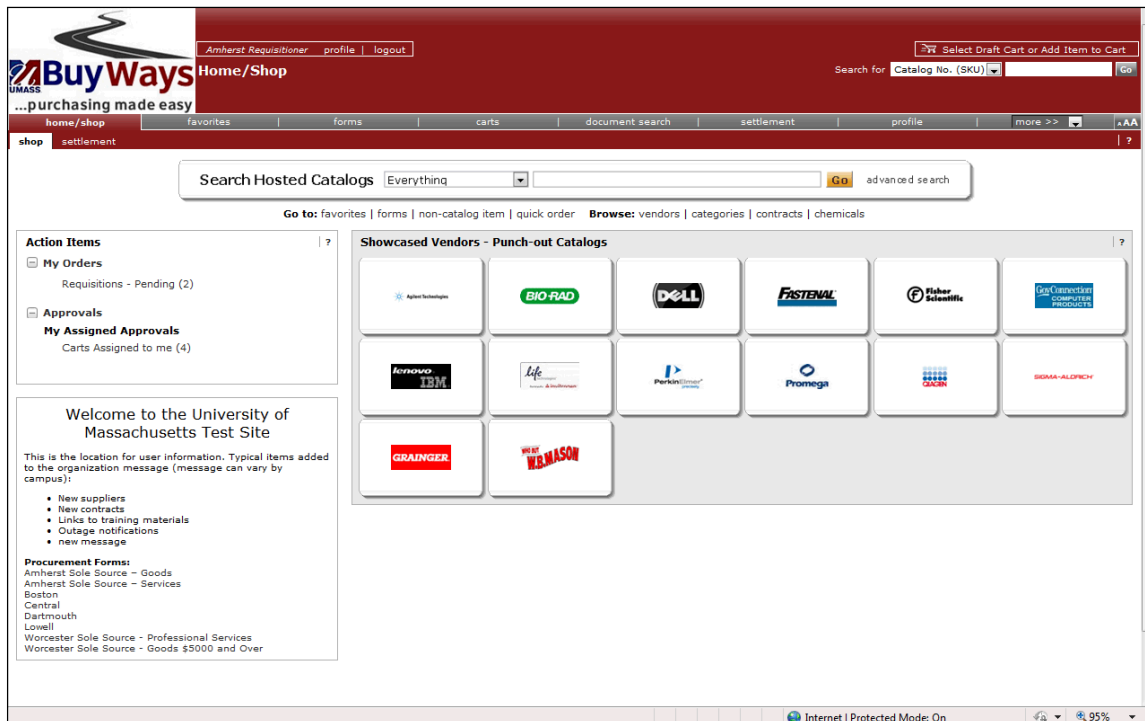
Consider this scenario:




Your goal is to return an assigned cart to the Shopper.

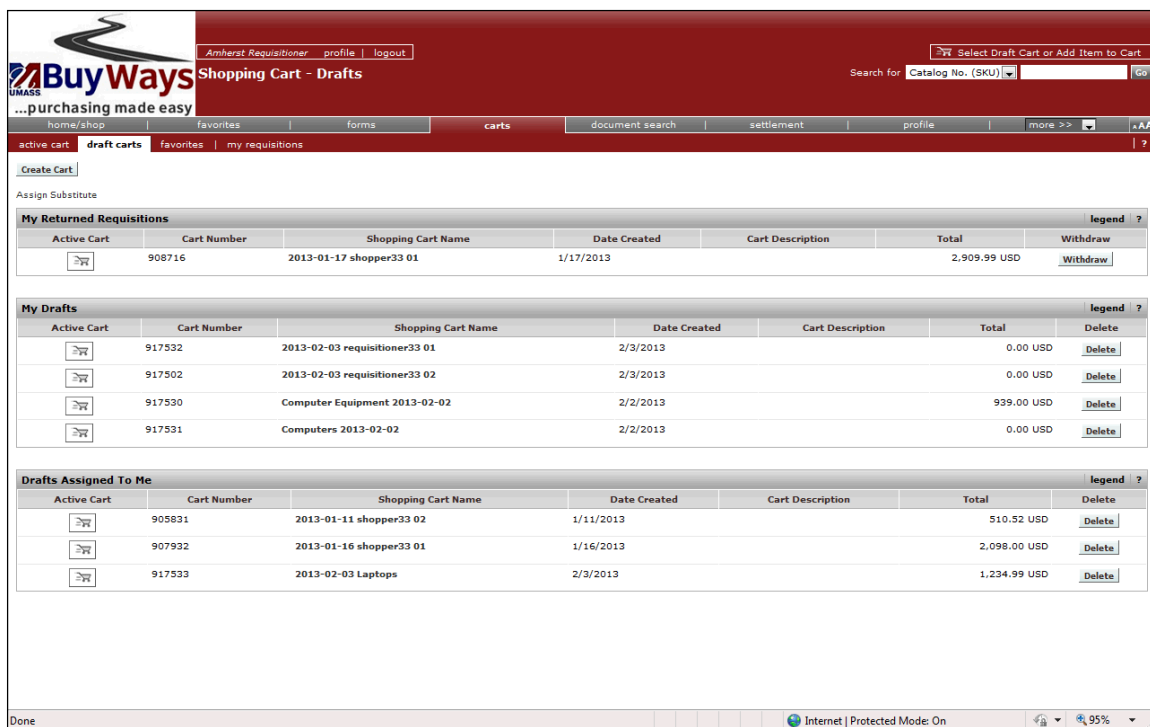
Key Information:

Shopping Cart Name: 2013-01-11-Shopper33 02

Step	Action
1.	As a Requisitioner, you have the authority to change any or all items in a Shopping Cart. You may, however, return it to the Shopper and have them make the changes.



Step	Action
2.	Navigate to the cart you would like to return to the Shopper. Click the home/shop link. 
3.	Click the Approvals link. 
4.	Click the Carts Assigned to me (3) link. 



BuyWays Shopping Cart - Drafts

Amherst Requisitioner profile | logout

Select Draft Cart or Add Item to Cart

Search for Catalog No. (SKU)


home/shop | favorites | forms | **draft carts** | document search | settlement | profile | more >>

active cart | **draft carts** | favorites | my requisitions





Create Cart

Assign Substitute




My Returned Requisitions

Active Cart	Cart Number	Shopping Cart Name	Date Created	Cart Description	Total	Withdraw
	908716	2013-01-17 shopper33 01	1/17/2013		2,909.99 USD	Withdraw

My Drafts

Active Cart	Cart Number	Shopping Cart Name	Date Created	Cart Description	Total	Delete
	917532	2013-02-03 requisitioner33 01	2/3/2013		0.00 USD	Delete
	917502	2013-02-03 requisitioner33 02	2/3/2013		0.00 USD	Delete
	917530	Computer Equipment 2013-02-02	2/2/2013		939.00 USD	Delete
	917531	Computers 2013-02-02	2/2/2013		0.00 USD	Delete

Drafts Assigned To Me

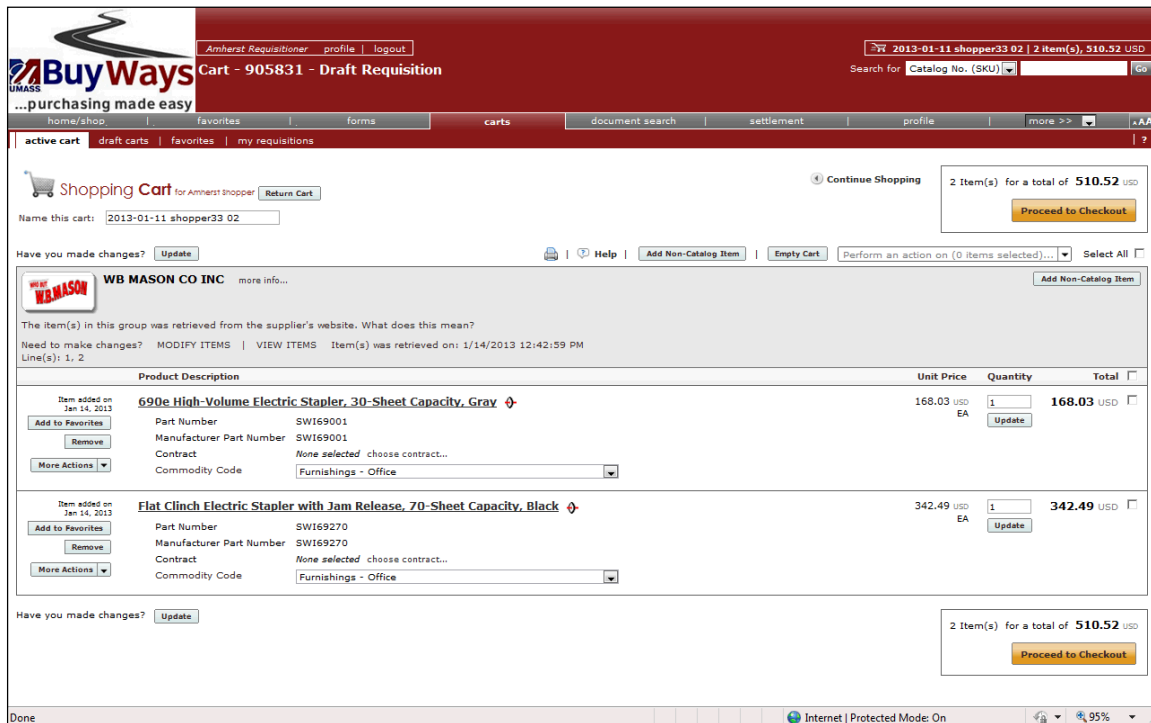
Active Cart	Cart Number	Shopping Cart Name	Date Created	Cart Description	Total	Delete
	905831	2013-01-11 shopper33 02	1/11/2013		510.52 USD	Delete
	907932	2013-01-16 shopper33 01	1/16/2013		2,098.00 USD	Delete
	917533	2013-02-03 Laptops	2/3/2013		1,234.99 USD	Delete

Done

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Step	Action
5.	<p>We will return cart number 905831.</p> <p>Click the 2013-01-11 shopper33 02 link.</p> <p>2013-01-11 shopper33 02</p>



6.	<p>Click the Return Cart button.</p> <p>Return Cart</p>
7.	<p>Use the Note field to let the Shopper know the reason for returning the cart.</p> <p>Enter the desired information into the Note field.</p> <p>Enter "Please purchase this item through ..."</p>
8.	<p>Click the Return button.</p> <p>Return</p>
9.	<p>Congratulations! You have successfully returned a cart to the Shopper.</p> <p>End of Procedure.</p>