Step-by-Step Guide
Processing Assigned Shopping Carts in CU Marketplace

In This Guide

You will receive an email notification from CU Marketplace once a shopping cart is assigned to you. Those with Shopper access in CU Marketplace **must** assign their shopping carts to a Requestor for processing.

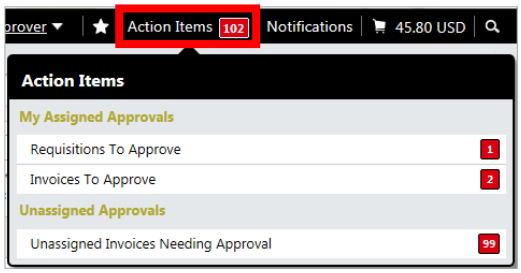
This guide discusses:

- ✓ Retrieving assigned shopping carts
- ✓ Returning assigned shopping carts
- ✓ Processing assigned shopping carts
- ✓ Deleting assigned shopping carts

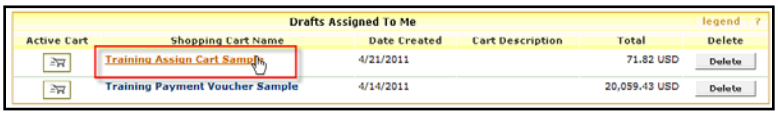
Procedure

1. Begin by accessing CU Marketplace via your campus portal. Within your portal's top navigation bar, use the **Business Tools** dropdown menu to select **CU Marketplace**.
2. Access your assigned shopping carts by using your Action Items list. Click **Action Items** at the top of your screen and select the appropriate list.

   Alternately, you can use the navigation bar on the left side of your screen and go to **Shop > My Carts and Orders > View Draft Shopping Carts**.

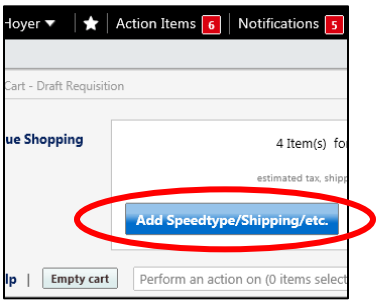


3. The **Drafts Assigned To Me** section lists your assigned shopping carts.
4. To begin your review, click the shopping cart name.



5. During your review, you have several options:
   - **Finalize Shopping Cart As Is**

     Begin by clicking the **Add Speedtype/Shipping/etc.** button located in the upper right corner of the page. Refer to the Quick Step Adding Details to Shopping Carts (such as SpeedTypes and Shipping) for further guidance. Once finalized, the shopping cart will no longer be listed under your **Drafts Assigned To Me** section.



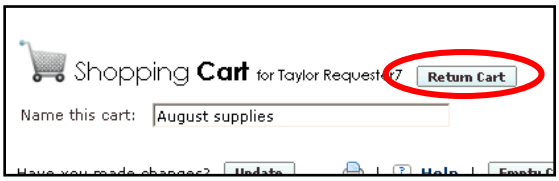
- **Modify Shopping Cart**

  Modifications can be made to the shopping cart, as appropriate. For example, items can be added or removed, accounting information can be edited, etc. Refer to the Step-by-Step Guide Modifying Shopping Carts in CU Marketplace for further guidance.

- **Return Shopping Cart**

  For the Shopper to make modifications to the shopping cart, return it.

  Click the **Return Cart** button located in the upper left corner of the page. A pop-up box appears to enter a note to the Shopper. Your note is included in the email notification sent to the Shopper from CU Marketplace.



- **Delete Shopping Cart**

  Deleting the shopping cart will completely remove it from CU Marketplace. The order will no longer be accessible by anyone...including the Shopper.

  Under your **Drafts Assigned To Me** section, locate the shopping cart. Click the **Delete** button to the right of the shopping cart. A pop-up box appears to enter a note regarding the deletion. Your note is included in the email notification sent to the Shopper from CU Marketplace. The shopping cart is no longer listed under your **Drafts Assigned To Me** section.