

Step-by-Step Guide

Unassigning Shopping Carts

In This Guide

Shoppers must assign their shopping carts to a Requestor for processing. Shoppers can unassign a shopping cart from a Requestor to:

- Update the shopping cart; or,
- Assign a different Requestor to the shopping cart.



This guide discusses:

- ✓ Locating assigned shopping carts
- ✓ Unassigning shopping carts

You should notify your Requestor when you unassign a shopping cart – your Requestor will **not** receive an email notification.

Procedure

1. Begin by accessing CU Marketplace via [your campus portal](#). Locate your **CU Resources** section and, under the **Business Applications** area, select the **CU Marketplace** link.
2. Use your side navigation bar to go to **Shop > My Carts and Orders > View Draft Shopping Carts**.

My Drafts Assigned to Others					legend ?
View Cart	Shopping Cart Name	Date Created	Assigned To	Total	Unassign
	 2013-11-18 R01030 04	11/18/2013	Amy Aulson	500.00 USD	Unassign

3. Under the **My Drafts Assigned to Others** section, locate the shopping cart you want to unassign.
4. Click the **Unassign** button. Your shopping cart will appear.
5. If needed, update the shopping cart.
6. When ready, [assign your shopping cart](#) to the appropriate Requestor.