

Step-by-Step Guide

Processing Assigned Shopping Carts in CU Marketplace

In This Guide

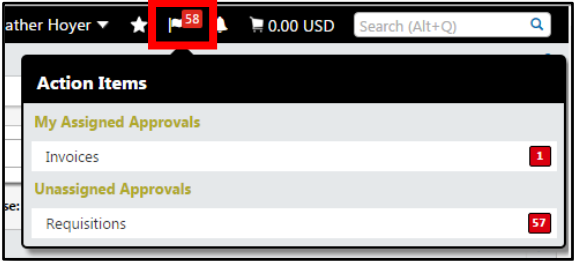
You will receive an email notification from CU Marketplace once a shopping cart is assigned to you. Those with Shopper access in CU Marketplace **must** assign their shopping carts to a Requestor for processing.

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.

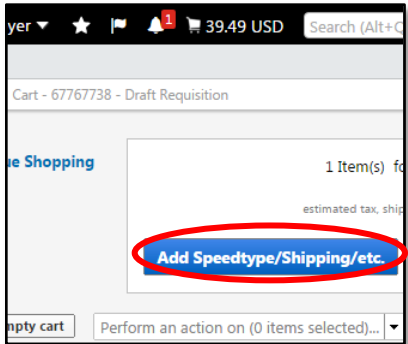
Drafts Assigned To Me					Legend
Active Cart	Shopping Cart Name	Date Created	Cart Description	Total	Delete
	Training Assian Cart Sample	4/21/2011		71.82 USD	Delete
	Training Payment Voucher Sample	4/14/2011		20,059.43 USD	Delete

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.



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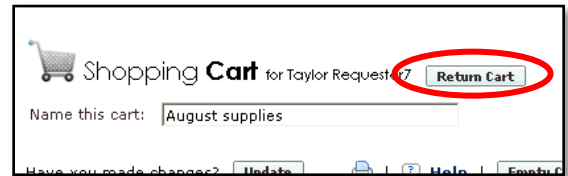
- **Modify Shopping Cart**

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.

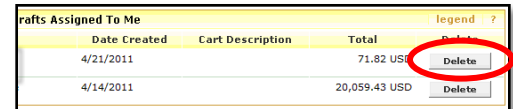
Click the **Return Cart** button located in the upper left corner of the page. A pop-up box appears to enter a note to the Shopper. Your note is included in the email notification sent to the Shopper from CU Marketplace.



- **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.



Date Created	Cart Description	Total	Delete
4/21/2011		71.82 USD	Delete
4/14/2011		20,059.43 USD	Delete