Processing Assigned Shopping Carts

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• Employees with the Shopper role in UD Exchange must assign their shopping carts to a Requester for processing.

• If you are a Requester, you will receive an email notification from UD Exchange once a Shopping Cart is assigned to you.

• This guide discusses:
  • Locating your assigned shopping carts
  • Processing and submitting assigned shopping carts
  • Returning assigned shopping carts
  • Deleting assigned shopping carts
Locate your assigned shopping carts by using your Action Items list.

- Click Action Items Flag icon at the top of your screen
- Select Carts Assigned To Me.

Alternatively, you can click the Shopping Menu and then My Carts and Orders.
On the **Assigned Carts** tab, click on the **Shopping Cart Name**.
To Process the Shopping Cart as is:

Click the **Proceed to Checkout** button to generate the draft requisition.

To Make Modifications to the Cart Prior to Proceeding to the Draft Requisition Page:

Refer to the [Modifying Shopping Carts](#) guide for instructions regarding modifications such as adding items and changing quantities in the cart.

If you discover that you need to make changes later, you will also be able to do so from the draft requisition.
The requisition status will be in Draft.

Complete any required information such as Shipping Address and SpeedType.

Additional References:
- Adding Details to Shopping Carts
- Adding Financial Information to Requisitions

Once complete, Click the Place Order button to submit the requisition for approval.
To Return a Shopping Cart:

A Shopper may have assigned their cart to you in error.

On the **Assigned Carts** tab, locate the shopping cart.

Using the Action menu, select **Return**.
You can also return a cart to a Shopper after you have opened it if you see modifications are needed.

Click the **Return Cart** button.
Enter a note to the Shopper in the **Return Cart** pop-up window.

Click **Return**.

Your note will be included in the email notification sent to the Shopper from UD Exchange.
To Delete a Shopping Cart:

On the Assigned Carts tab, locate the shopping cart.

Using the Action menu, select Delete

Deleting a shopping cart will completely remove it from UD Exchange. The order will no longer be accessible by anyone...including the Shopper.
A pop-up box appears for you to enter a reason for the deletion.

Click **OK**.

Your note will be included in an email notification sent to the Shopper from UD Exchange.
Questions:
• procurement@udel.edu

Resources:
• Procurement Services Website
• Adding Financial Information to Requisitions
• Modifying Shopping Carts