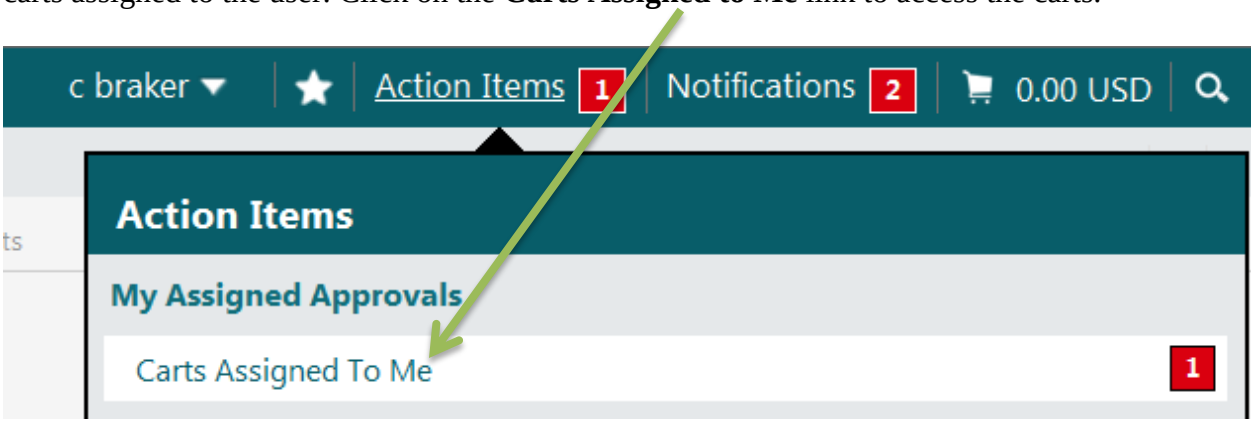
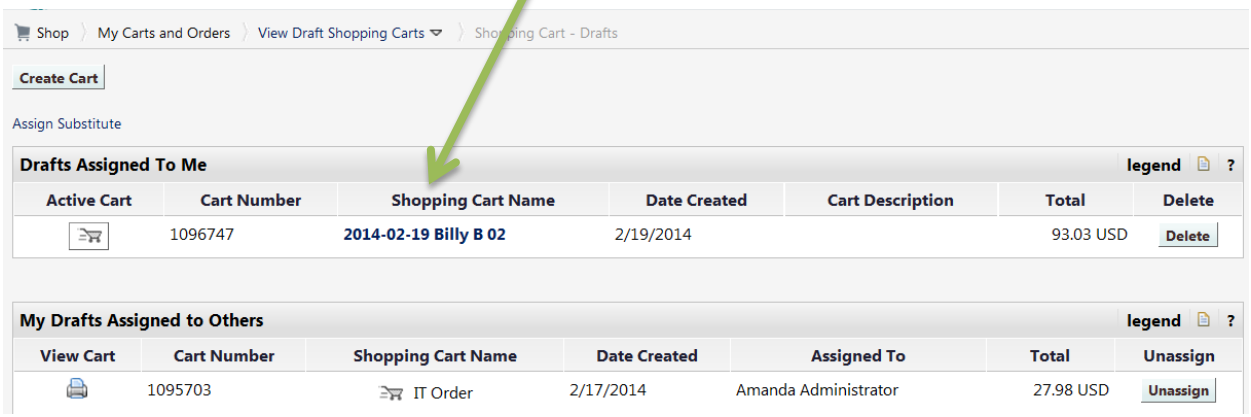
Reviewing an Assigned Cart

The purpose of this lesson is to demonstrate how a Purchaser can review a cart assigned to him or her by another Purchaser.

1. In the banner area at the top of the page, the **Action Items** area displays the number of carts assigned to the user. Click on the **Carts Assigned to Me** link to access the carts.



2. The Drafts Assigned to Me area only displays for users who have one or more carts assigned to them. Click on the **Shopping Cart Name** to access the cart for review and submission.



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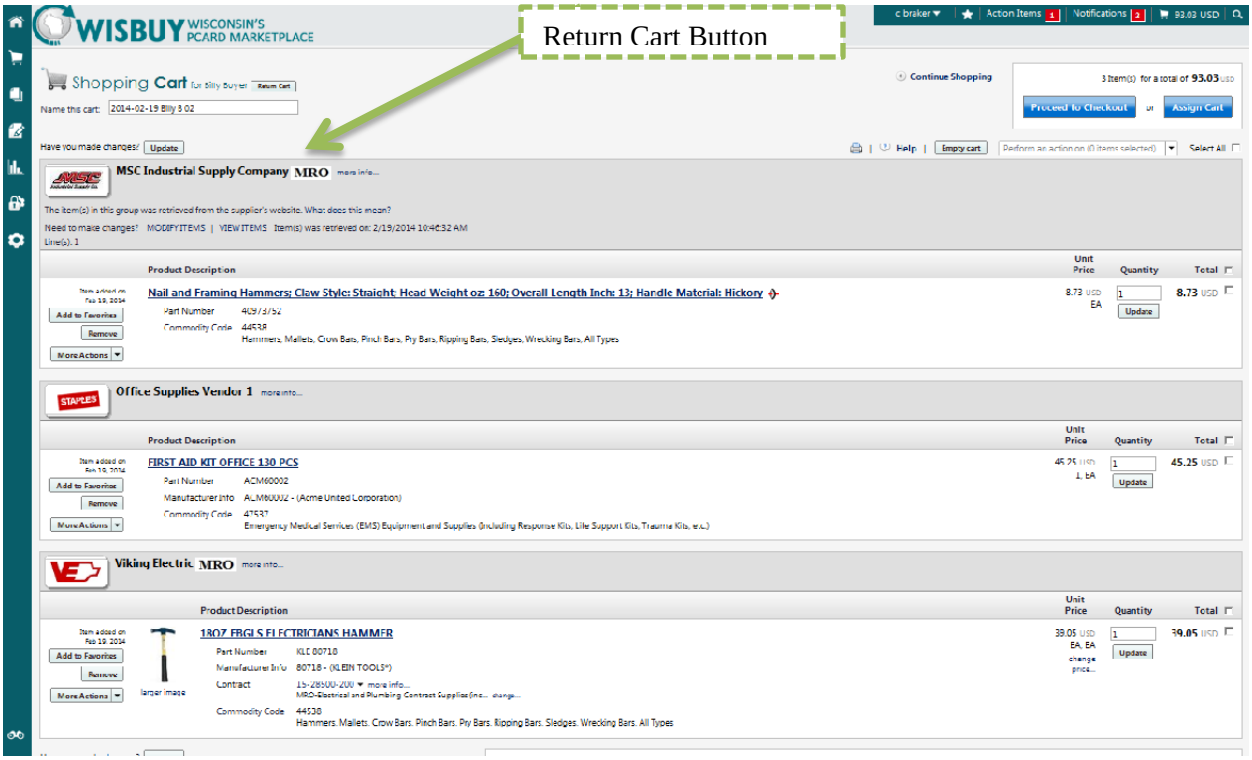
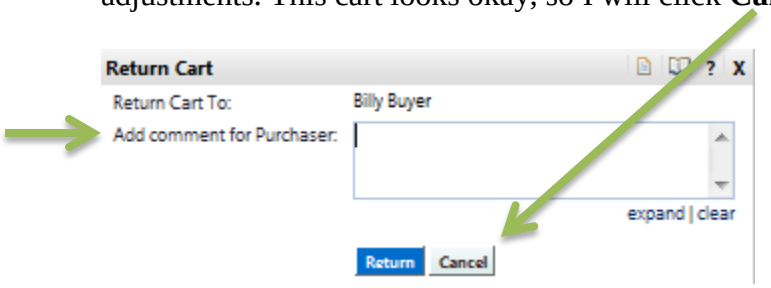
3. Once the cart is opened, the information can be verified. If these purchases are not allowable, the reviewing purchaser can click **Return Cart**.

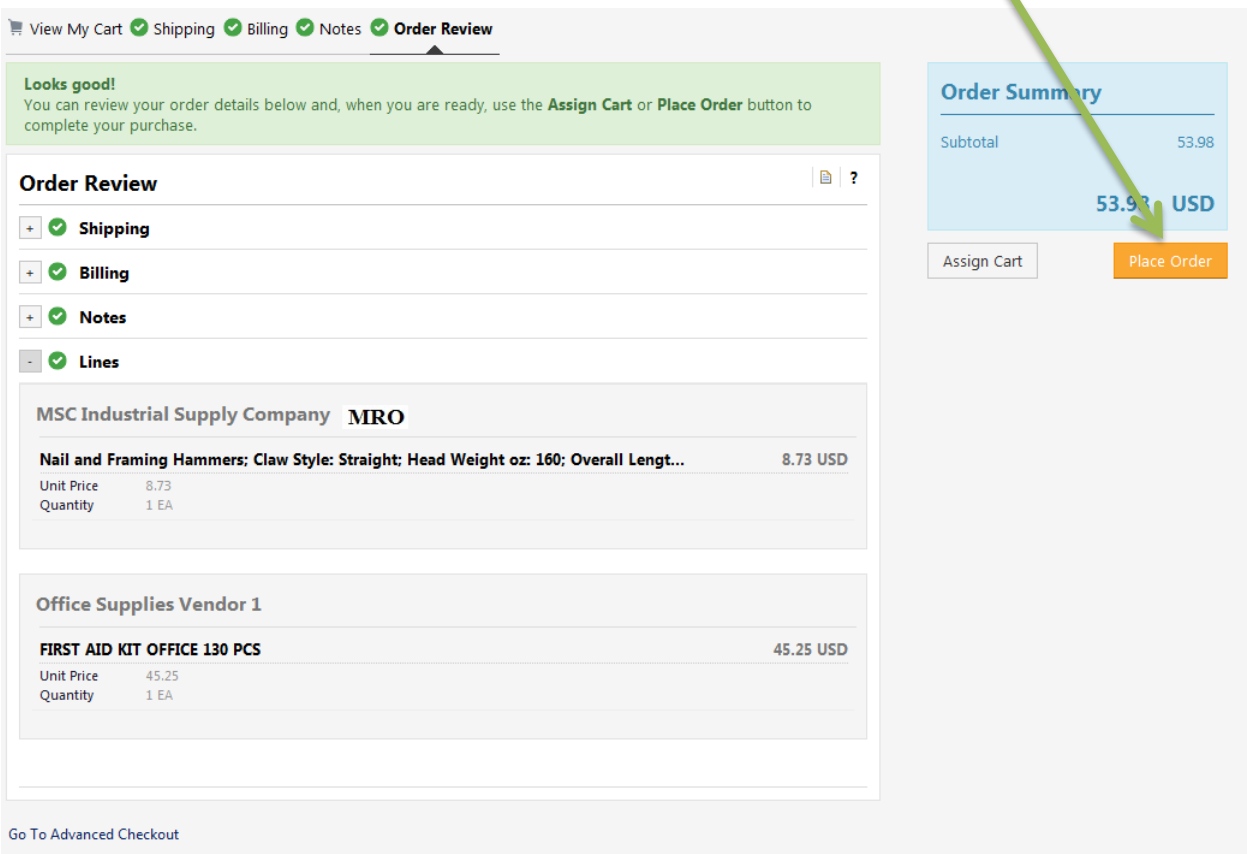


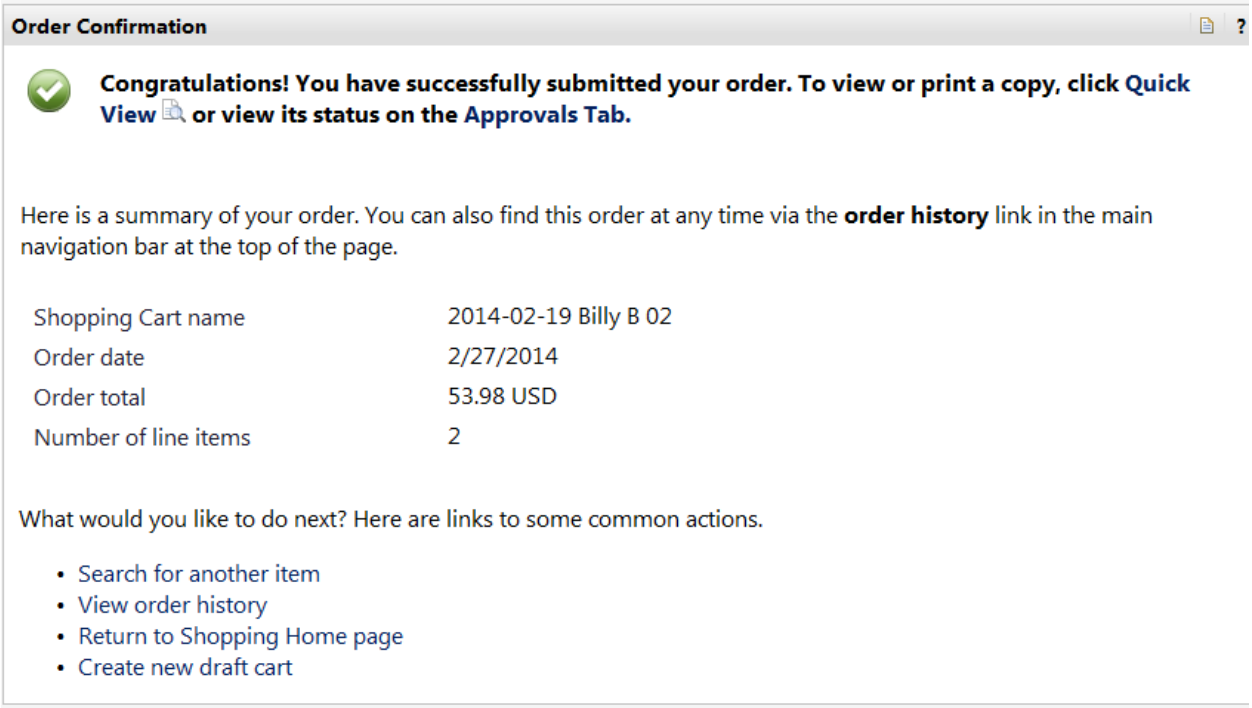
4. This action allows you to add a note and return it to the original purchaser for adjustments. This cart looks okay, so I will click **Cancel**.



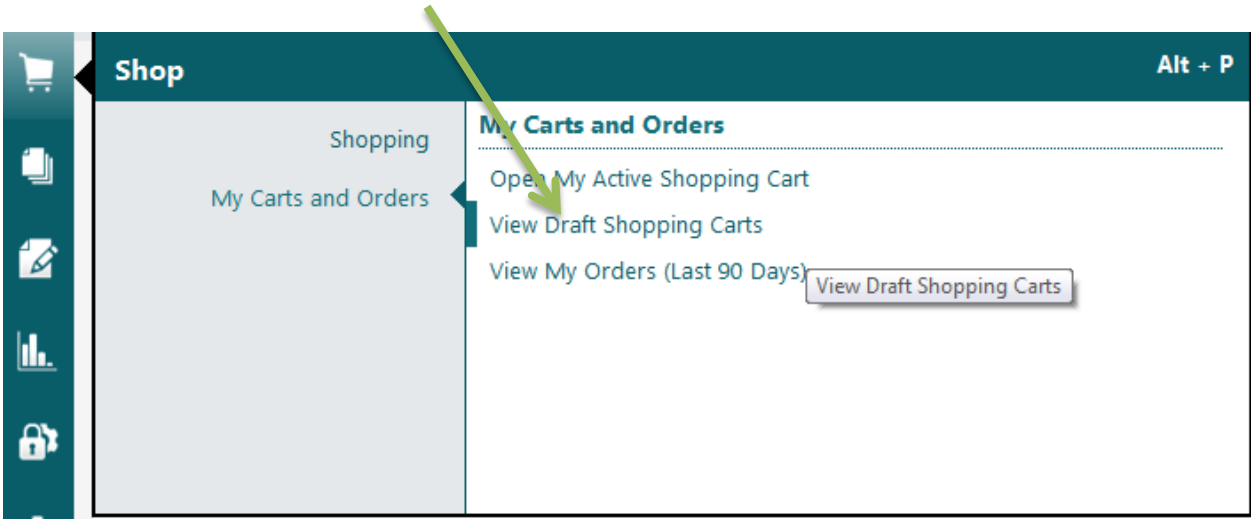
5. Once the cart is ready, I will click the **Proceed to Checkout** button.

6. All of my checkout information is correct, so I will click Place Order. The cart has now become a requisition and will create a WISBuy order by clicking the **Place Order** button..

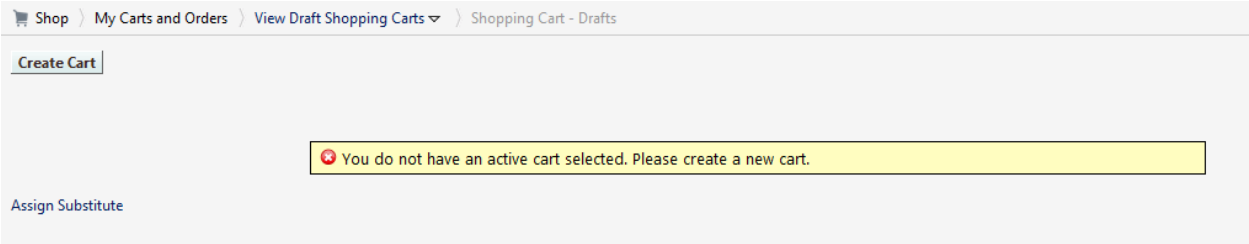




7. Now, we will go back to draft carts to view my remaining carts to process by clicking this link followed by **View Draft Shopping Carts**.



8. Once there are no carts to review, the Drafts Assigned To Me area is no longer visible.



This concludes the lesson on Reviewing an Assigned Cart in WISBuy. For further assistance, please contact WisBuy@Wisconsin.gov or visit the website.