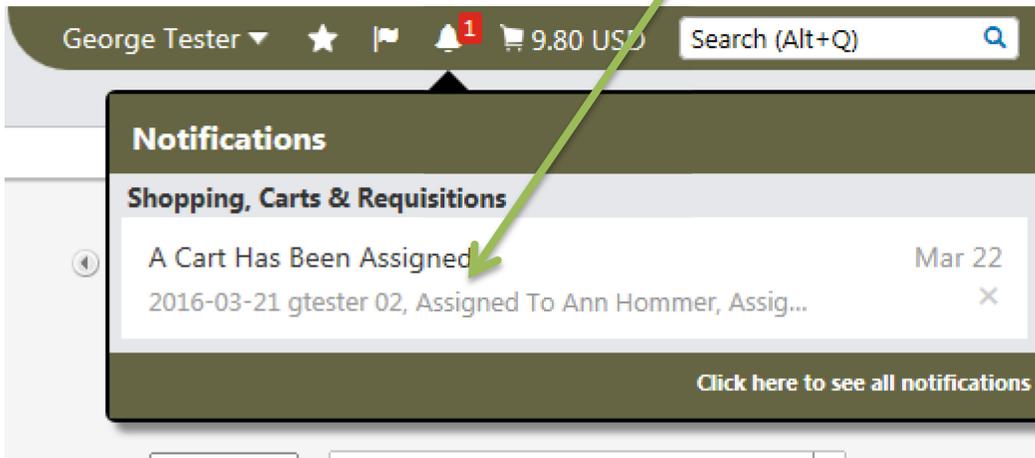


Reviewing an Assigned Cart

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.

The screenshot shows a table titled "Drafts Assigned To Me" with a "legend" icon and a question mark. The table has the following columns: Active Cart, Cart Number, Shopping Cart Name, Date Created, Cart Description, Total, and Delete. A green arrow points to the "Shopping Cart Name" column.

Active Cart	Cart Number	Shopping Cart Name	Date Created	Cart Description	Total	Delete
	1096747	2014-02-19 Billy B 02	2/19/2014		93.03 USD	Delete

Below this table is another section titled "My Drafts Assigned to Others" with a "legend" icon and a question mark. It has the following columns: View Cart, Cart Number, Shopping Cart Name, Date Created, Assigned To, Total, and Unassign.

View Cart	Cart Number	Shopping Cart Name	Date Created	Assigned To	Total	Unassign
	1095703	IT Order	2/17/2014	Amanda Administrator	27.98 USD	Unassign

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

The screenshot shows the WISBUY Shopping Cart interface. At the top right, a green dashed box highlights the "Return Cart" button. A green arrow points from this box to the "Return Cart" button located next to the cart title "Shopping Cart for Billy Buyer". The cart contains three items:

Product Description	Unit Price	Quantity	Total
Nail and Framing Hammers: Claw Style: Straight; Head Weight oz: 160; Overall Length Inchs: 13; Handle Material: Hickory	8.73 USD EA	1	8.73 USD
FIRST AID KIT OFFICE 130 PCS	45.25 USD EA	1	45.25 USD
180Z FRGIS ELECTRICIANS HAMMER	39.05 USD EA	1	39.05 USD

- 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**.

The screenshot shows the "Return Cart" dialog box. A green arrow points to the "Return Cart To:" field which contains "Billy Buyer". Another green arrow points to the "Cancel" button.

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

The screenshot shows the WISBUY Shopping Cart interface. A green arrow points to the "Proceed to Checkout" button in the bottom right corner.

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..

View My Cart Shipping Billing Notes **Order Review**

Looks good!
You can review your order details below and, when you are ready, use the **Assign Cart** or **Place Order** button to complete your purchase.

Order Review

- Shipping
- Billing
- Notes
- Lines

MSC Industrial Supply Company MRO

Nail and Framing Hammers; Claw Style: Straight; Head Weight oz: 160; Overall Leng...	8.73 USD
Unit Price	8.73
Quantity	1 EA

Office Supplies Vendor 1

FIRST AID KIT OFFICE 130 PCS	45.25 USD
Unit Price	45.25
Quantity	1 EA

Go To Advanced Checkout

Order Summary

Subtotal 53.98

53.98 USD

Assign Cart **Place Order**

Shop > My Carts and Orders > Open My Active Shopping Cart > Submitted - Requisition 1536083

Requisition Submitted

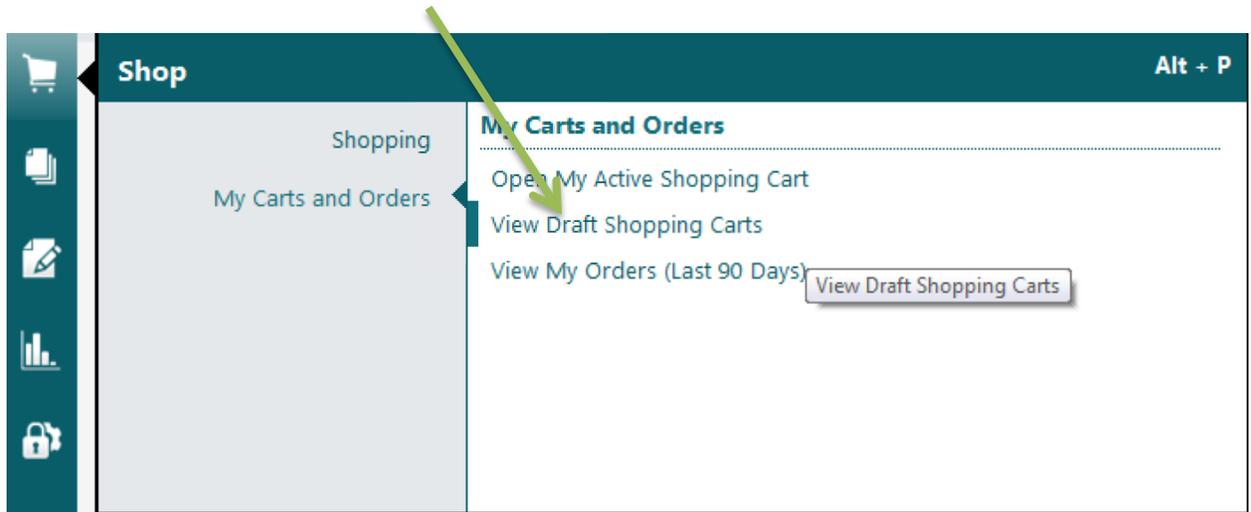
Next Steps
You can view or print this at: [Requisition 1536083](#), or via the [Document Search](#) page

- [View Approval Status](#)
- [Search for another item](#)
- [View order history](#)
- [Return to your home page](#)
- [Create new draft cart](#)

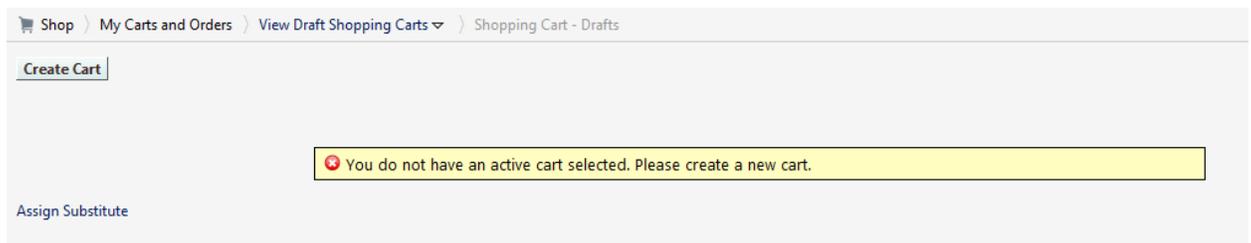
Requisition Summary

Shopping Cart name	2016-03-21 gtester 02
Order date	3/22/2016
Order total	9.80 USD
Number of line items	1

- 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**.



- 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 doawispro@Wisconsin.gov or visit the website.