Manage Carts Assigned to Me

**Task Definition:** After being notified via email, the Assignee retrieves the Shopper’s cart in the Penn Marketplace for processing through BEN Buys Checkout.

**In this task –** The Assignee picks up the Shopper’s cart, reviews the comments and Accepts, Returns or Deletes the cart.

- Submitted carts are processed via BEN Buys.
- Rejected carts are returned to the Shopper.
- Shopper is notified via email if the cart has been deleted.

**Steps:**

1) Log into BEN Buys and go to the Penn Marketplace.
2) Click on “Action Items” along the top.
3) Review the cart.
4) You can either submit to BEN Buys, return it back to the creator or delete the cart.

Once you accept a cart, you become the cart ‘owner’ and may add more product to the cart or combine the cart contents with another cart.

Simulate the action by clicking the gold oval when you see the ‘arrow and oval’
Manage Carts Assigned to Me

Step 1: Click Action Items to see carts assigned to you.

Penn Purchasing Services is introducing a new look and feel to the Penn Marketplace effective Monday, September 9th, 2013.

Click here for more detailed information on the changes.

Affymetrix/eBioscience Joins the Supplier Showcase!

Save the date for the Research...
Step 2: Click Carts Assigned To Me on the pop up.

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**Step 3: Choose a cart assignment to review.**

### My Carts

<table>
<thead>
<tr>
<th>Active Cart</th>
<th>Shopping Cart Name</th>
<th>Date Created</th>
<th>Cart Description</th>
<th>Total</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2013-05-23 BCAPUTO 04</td>
<td>5/23/2013</td>
<td></td>
<td>132.47 USD</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2013-08-26 BCAPUTO 01</td>
<td>8/26/2013</td>
<td></td>
<td>35.33 USD</td>
<td></td>
</tr>
</tbody>
</table>

### Carts Assigned To Me

<table>
<thead>
<tr>
<th>Active Cart</th>
<th>Shopping Cart Name</th>
<th>Date Created</th>
<th>Cart Description</th>
<th>Total</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2012-10-05 bcaputo 01</td>
<td>10/5/2012</td>
<td></td>
<td>7.88 USD</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2013-09-09 newShopper 01</td>
<td>9/9/2013</td>
<td></td>
<td>18.00 USD</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New UI</td>
<td>10/24/2012</td>
<td></td>
<td>332.28 USD</td>
<td></td>
</tr>
</tbody>
</table>
Step 4: Select an action on the cart.

You have now taken ownership of the cart and may do the following:
• Review the items, comments and history of cart.
• Submit the cart to BEN Buys to create the requisition/PO.
• Return the cart back to the creator with a note.
• Add more items to the cart.

If the comments do not clearly explain why the product is being ordered and/or the cart contents are not appropriate, return the cart.
Return: Enter a reason why you are returning the cart to the Shopper.
If the Assignee deletes a cart assigned to them, an email notification is sent to the Shopper and no further action can be taken.