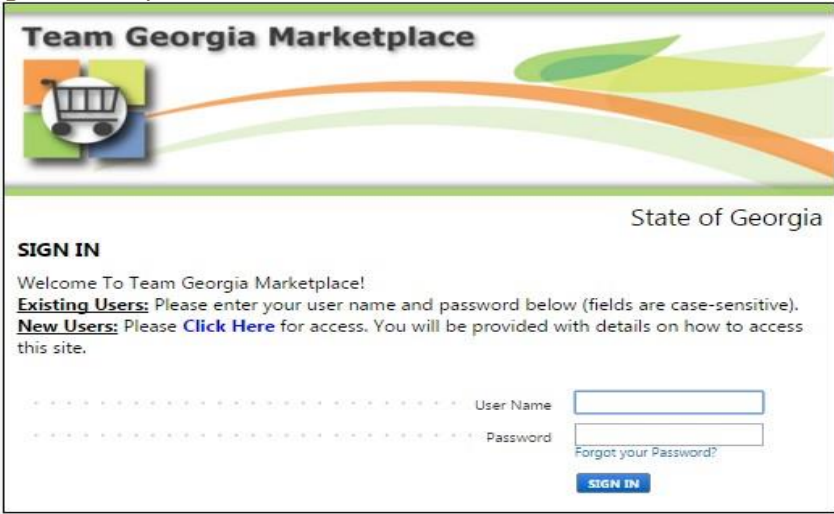
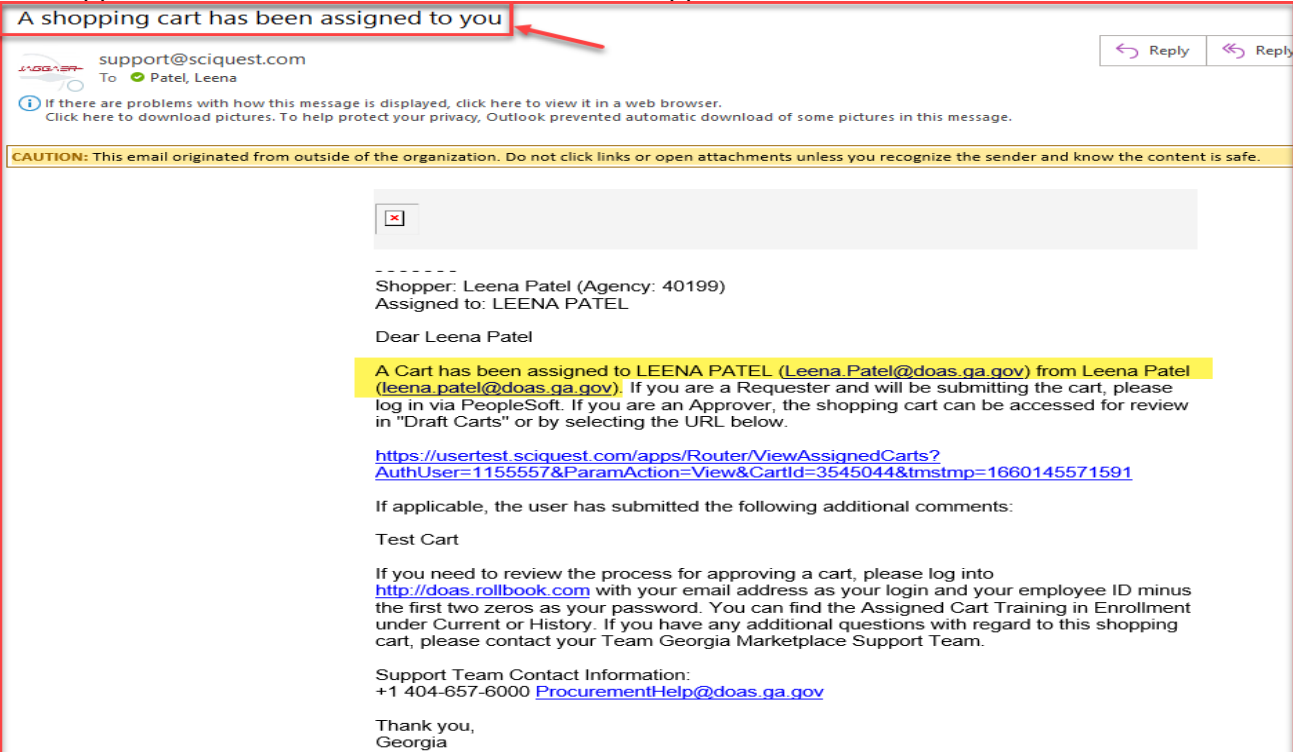
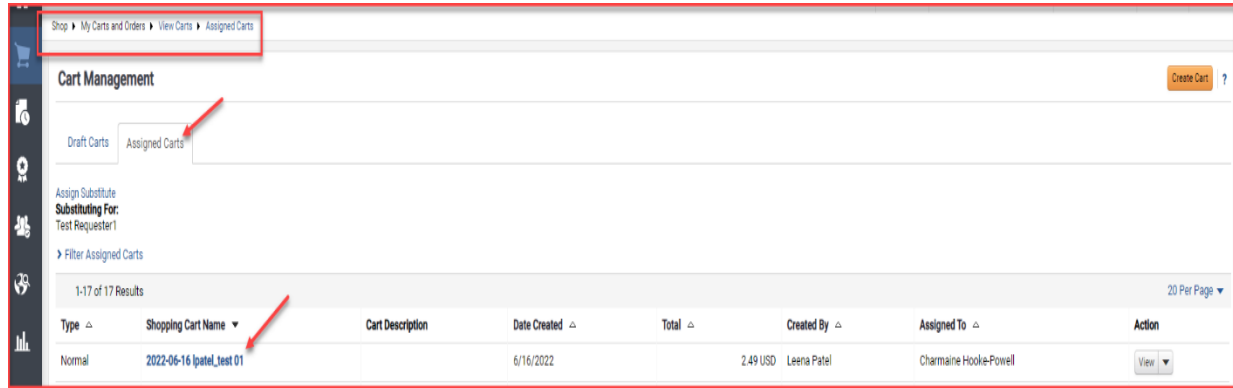


## Cart Approver

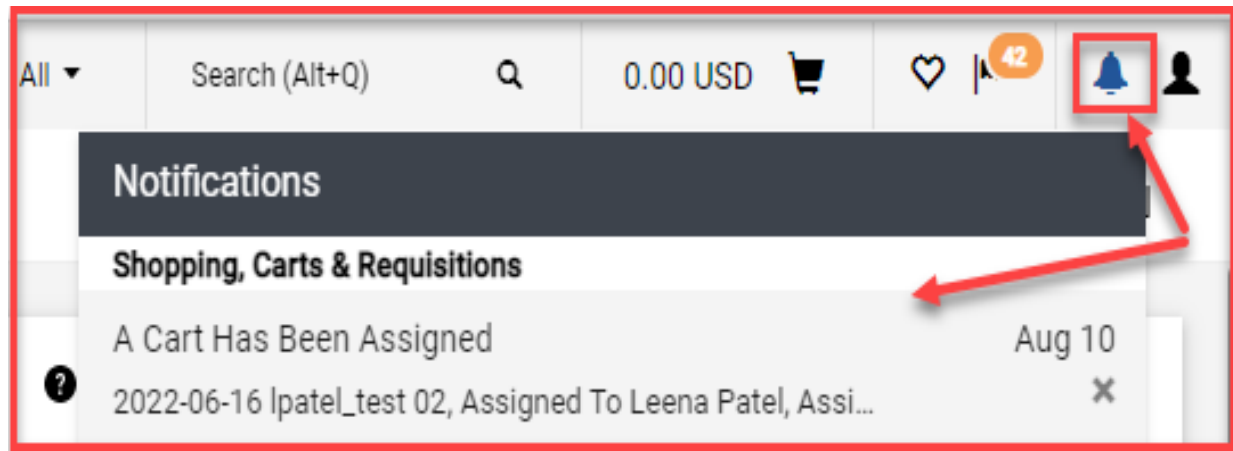
This document outlines the process the Cart Approver uses to review and approve a cart and assign it to an Assignee.

Step #	Action
1	<p>Sign into Team Georgia Marketplace.</p> 
2	<p>Cart Approver receives an email confirmation to approve a cart.</p> 

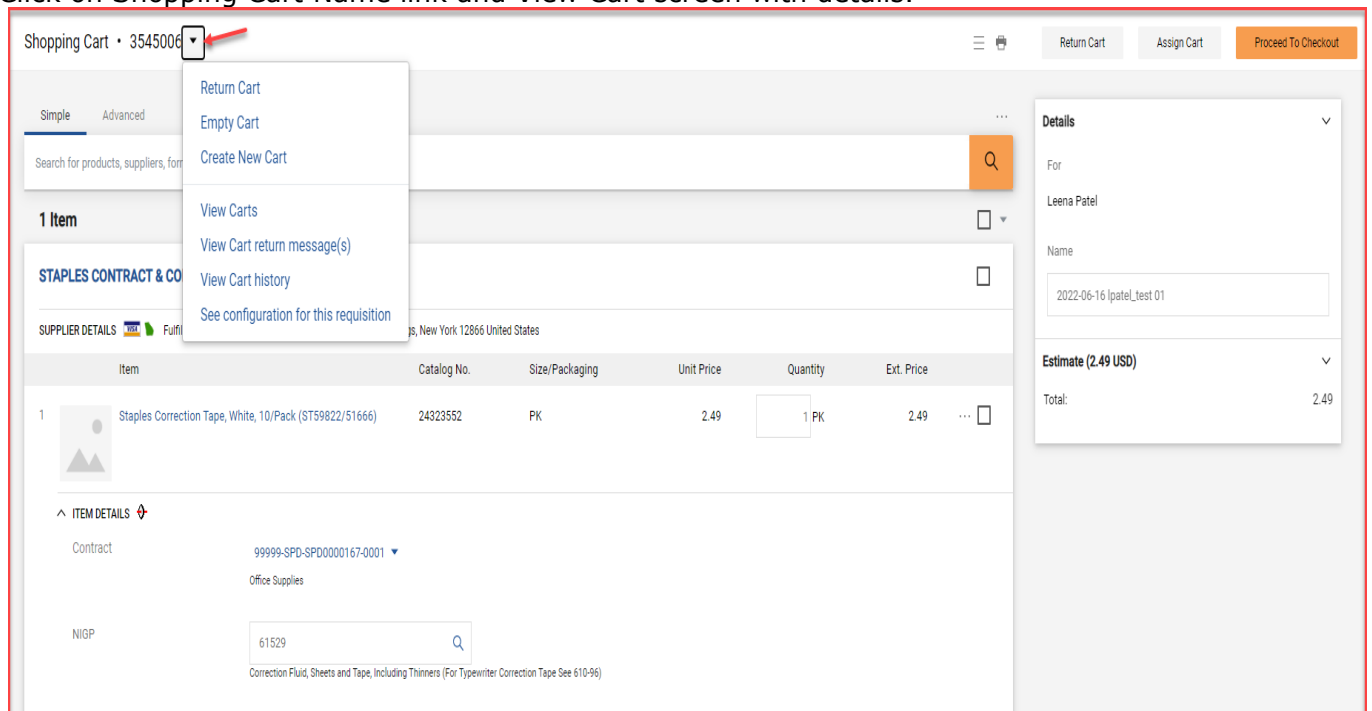
3 Click on Shop > My Carts and Orders > View Carts > Assigned Carts on the left menu bar OR click on Action Items in the upper right corner of the screen.



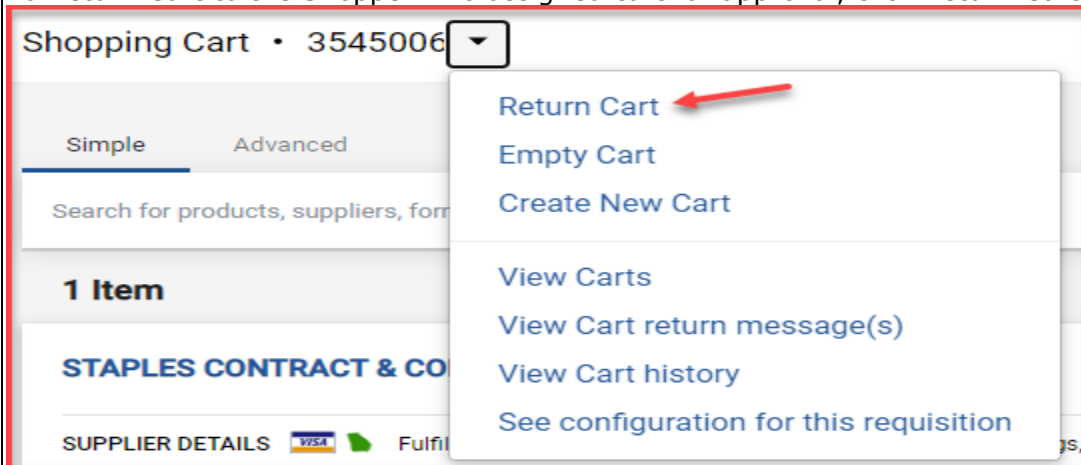
or



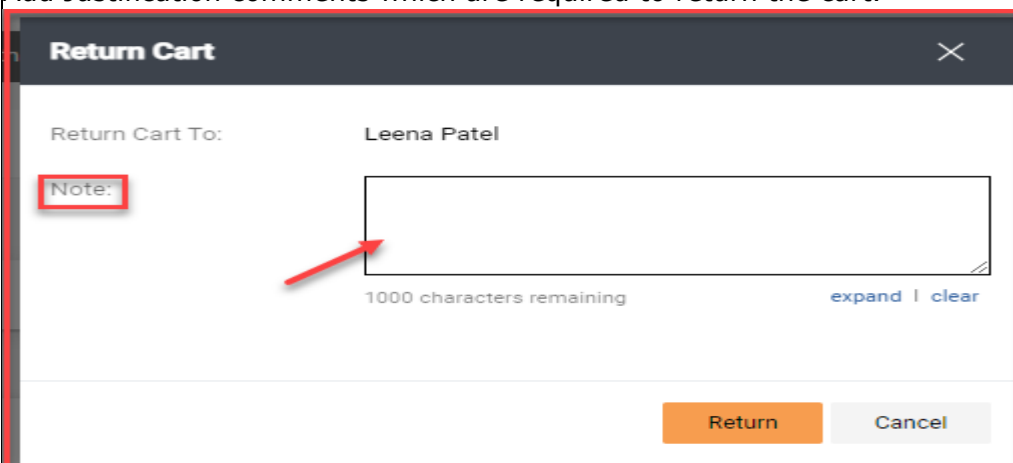
4 Click on Shopping Cart Name link and View Cart screen with details.



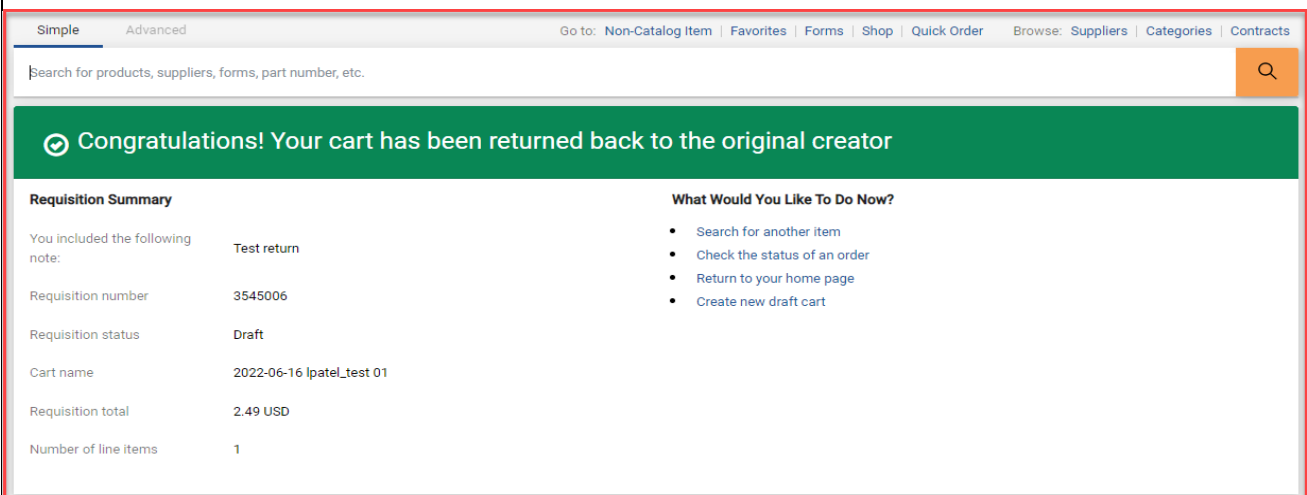
5 To Return Cart to the Shopper who assigned cart for approval, click Return Cart.



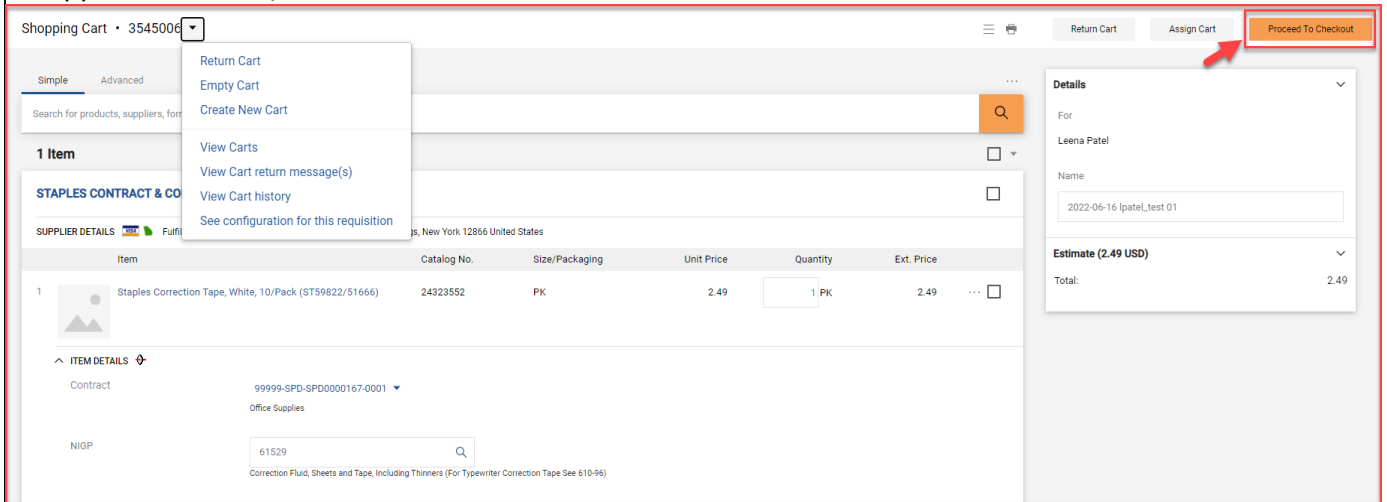
6 Add Justification comments which are required to return the cart.



7 Cart Approver will receive a confirmation page upon clicking on Return. Shopper will receive an email from the Cart Approver.



8 To approve the cart, click on Proceed to Checkout.



Shopping Cart • 3545006

Return Cart Assign Cart **Proceed To Checkout**

Simple Advanced

Search for products, suppliers, for

1 Item

STAPLES CONTRACT & CO

SUPPLIER DETAILS

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Staples Correction Tape, White, 10/Pack (ST59822/51666)	24323552	PK	2.49	1 PK	2.49

ITEM DETAILS

Contract 99999-SPD-SPD0000167-0001 Office Supplies

NIGP 61529 Correction Fluid, Sheets and Tape, Including Thinners (For Typewriter Correction Tape See 610-96)

Details

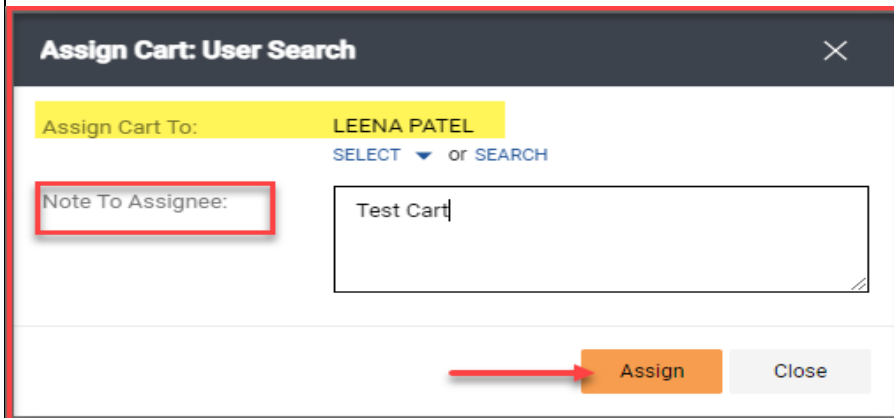
For Leena Patel

Name 2022-06-16 (lpatel\_Test 01)

Estimate (2.49 USD)

Total: 2.49

9 Add Comments and Attachments needed for justification for Requesters and assign the cart to the designated Requester.



Assign Cart: User Search

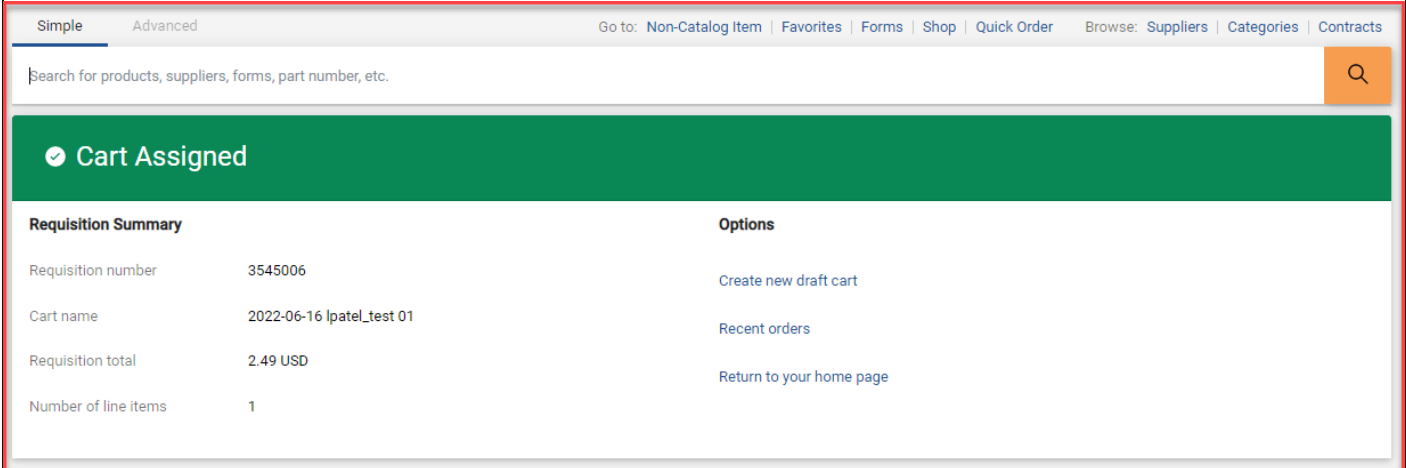
Assign Cart To: LEENA PATEL

SELECT or SEARCH

Note To Assignee: Test Cart

Assign Close

**10** Cart Approver will receive confirmation on the screen. Requester will receive and email confirmation from the Cart Approver for a given Shopper. Shopper will not receive an email confirmation of the cart status.



The screenshot shows a web interface with a navigation bar at the top containing links for 'Simple', 'Advanced', 'Go to: Non-Catalog Item', 'Favorites', 'Forms', 'Shop', 'Quick Order', 'Browse: Suppliers', 'Categories', and 'Contracts'. Below the navigation bar is a search bar with the placeholder text 'Search for products, suppliers, forms, part number, etc.' and a magnifying glass icon. A prominent green banner displays a checkmark icon and the text 'Cart Assigned'. Below this banner, the page is divided into two columns: 'Requisition Summary' and 'Options'. The 'Requisition Summary' column lists: Requisition number (3545006), Cart name (2022-06-16 lpatel\_test 01), Requisition total (2.49 USD), and Number of line items (1). The 'Options' column lists: Create new draft cart, Recent orders, and Return to your home page.

Requisition Summary		Options
Requisition number	3545006	<a href="#">Create new draft cart</a>
Cart name	2022-06-16 lpatel_test 01	<a href="#">Recent orders</a>
Requisition total	2.49 USD	<a href="#">Return to your home page</a>
Number of line items	1	

End Process.