

Assigning A Cart

If your order workflow requires your cart to be assigned to another user for approval. When you have finished adding items to your cart you can assign your cart to a user.

1. **Click** on the cart total in the top navigation bar next **CLICK** > the **Assign Cart** button.

The screenshot shows the MacBuy requisition page for requisition 3401496. The top navigation bar includes a search bar, a cart icon with a total of 11.30 CAD, and a user profile icon. The 'Assign Cart' button is highlighted in the top navigation bar. The main content area shows the requisition details, including General, Shipping, and Billing sections. The Accounting Codes table is also visible.

Business Unit	Fund	Account	Department	Program	PCBU	Project	Project Activity	Analysis Type	Resource Type
MAC01 McMaster University	20 Operating Fund	600001 Materials & Supplies	10382 FA Strategic Procurement	30000 Generic	no value	no value	no value	no value	no value

The **Assign Cart: User Search** window appears. If you have already set up a **Default Cart Assignee** in your User Profile, it will automatically default to that user. If you have more than one cart assignee in your profile, click **Select** to change the assignee, or click **Search** to search for all users in MacBuy. You also have the option to include an internal note. To finish, click the **Assign** button.

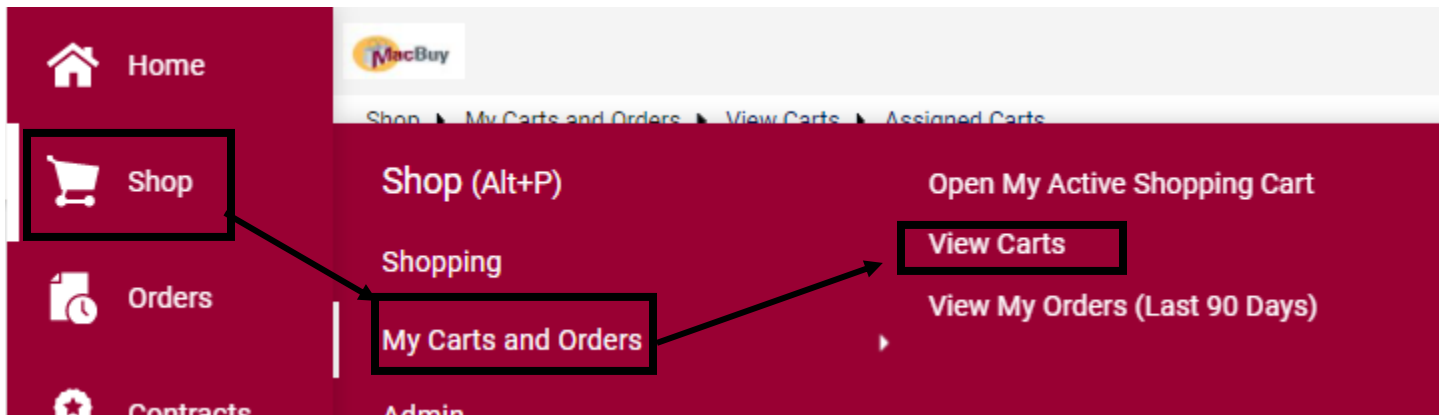
The 'Assign Cart: User Search' window is shown. It has a title bar with a close button. The main content area includes a label 'Assign Cart To:' followed by the name 'Susan Graci' and a dropdown menu with 'SELECT' and 'or SEARCH' options. Below this is a label 'Note To Assignee:' followed by a text input field. A modal window is open over the text input field, displaying a list of 'Profile Values' with the names 'Susan Graci' and 'Teresa Carmel Wetton'. At the bottom of the window are two buttons: 'Assign' and 'Close'.

The user will receive a notification that a cart has been assigned to them.

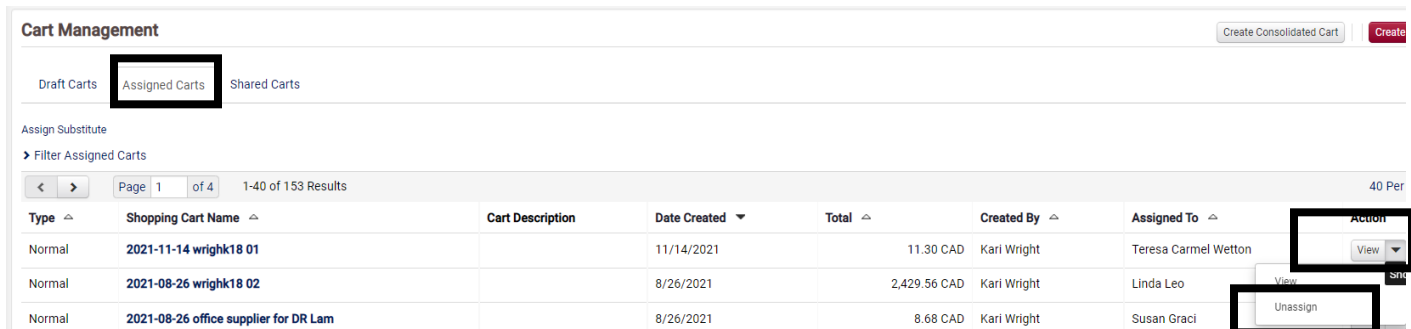
Unassigning a Cart

If you need to withdraw a cart, you can unassign it:

1. Go to **Shopping > My Carts and Orders > View Carts**.



2. On the **Cart Management > Assigned Carts** page, click on the **View** button, then select **Unassign**.



3. It now becomes your active cart, and can be deleted, or edited and resubmitted.