



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.

BRIAN 10149957 CA

Action Items **6**

Notifications

0.00 USD



Shop / Shopping / Dashboard: / Shopping Home / Home/Shop

Shop Everything

Go

Go to: [advanced search](#) | [favorites](#) | [forms](#) | [non-catalog item](#) | [quick order](#) Browse: [suppliers](#) | [categories](#) | [contracts](#) | [chemicals](#)

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

Showcased Suppliers



ADVANCE
TRANSPORTATION CO. INC.

affymetrix
eBioscience
Life Sciences

Airgas

BioExpress

BRAINTREE
SCIENTIFIC, INC.
Lab Research
Products

CDWG
Computer
Supplies &
Peripheral

CFI
The Knoll Source

CORNING
Corning Life
Sciences

DELL
Computer
Hardware

DocuSense
Contractors & Suppliers

EMD
EMD Millipore

Fisher Scientific
Lab Supplies

GoyConnection
Computer
Supplies & Peripherals

life
AB invitrogen
Life
Technologies

M
MILLIPORE

Meta
Scientific, Incorporated

NEW ENGLAND
BioLabs

Promega
Lab Research
Products

Manage Carts Assigned to Me

Step 2: Click Carts Assigned
To Me on the pop up.

BRIAN 10149957 CAPUTO ▾



Action Items **6**

Notifications



0.00 USD



Shop / Shopping / Dashboard: / Shopping Home / Home/Shop

Shop Everything ▾

Action Items

My Assigned Approvals

Carts Assigned To Me **6**

Go to: [advanced search](#) | [favorites](#) | [forms](#) | [non-catalog item](#) | [quick order](#) Browse: [suppliers](#) | [categories](#) | [contracts](#) | [chemicals](#)











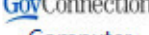
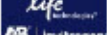




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Showcased Suppliers

 ADVANCE TRANSPORTATION CO. INC.	 affymetrix eBioscience Life Sciences	 Airgas	 BioExpress	 BRAINTREE SCIENTIFIC, INC. Lab Research Products	 CDWG Computer Supplies & Peripheral
 CFI The Knoll Source	 CORNING Corning Life Sciences	 DELL Computer Hardware	 DocuSense	 EMD EMD Millipore	 Fisher Scientific Lab Supplies
 GovConnection Computer Supplies&Perip herals	 life technologies Life Technologies	 M MILLIPORE	 Meta Scientific, Incorporated	 NEW ENGLAND BioLabs	 Promega Lab Research Products



Manage Carts Assigned to Me

Step 3: Choose a cart assignment to review.

BRIAN 10149957 CAPUTO ▾



Action Items **5**

Notifications **1**

0.00 USD



Shop / My Carts / View Draft Carts ▾ / Shopping Cart - Drafts

Create Cart

Assign Substitute

My Carts

legend ?

Active Cart	Shopping Cart Name	Date Created	Cart Description	Total	Delete
	2013-05-23 BCAPUTO 04	5/23/2013		132.47 USD	Delete
	2013-08-26 BCAPUTO 01	8/26/2013		35.33 USD	Delete

Carts Assigned To Me

legend ?

Active Cart	Shopping Cart Name	Date Created	Cart Description	Total	Delete
	2012-10-05 bcaputo 01	10/5/2012		7.88 USD	Delete
	2013-09-09 newShopper 01	9/9/2013		18.00 USD	Delete
	New UI	10/24/2012		332.28 USD	Delete



Manage Carts Assigned to Me

Step 4: Select an action on the cart.

BRIAN 10149957 CAPUTO | Action Items 3 | Notifications 1 | 18.00 USD

Shop / My Carts / Open My Active Cart / Cart - Draft Requisition

Shopping Cart for Test Shopper

[Return Cart](#) [Continue Shopping](#)

Name this cart: 2013-09-09 newShopper 01

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.

1 Item(s) for a total of **18.00** USD
subtotal: 18.00 USD
estimated tax, shipping & handling: 0.00 USD

[Return to BEN Buys Shopping Cart](#)

Need to review your cart details? Click here.

Midwest Veterinary Supply  more info...

Free Ground Shipping

Item added on Sep 9, 2013

[Add to Favorites](#) [Remove](#)

Part Number 350.60180.2 [Update](#)

Manufacturer Info J0877 - (JORGENSEN LABORATORIES, INC.)

If the comments do not clearly explain why the product is being ordered and/or the cart contents are not appropriate, return the cart.

Manage Carts Assigned to Me

Return: Enter a reason why you are returning the cart to the Shopper.

49957 CAPUTO | Action Items 3 | Notifications 1 | 18.00 USD

Shop / My Carts / Open My Active Cart / Cart - Draft Requisition

Shopping Cart for Test S

Name this cart: 2013-09-09 newShopper 01

Return Cart To: Test Shopper

Note: order some cheaper items


Return

1 Item(s) for a total of **18.00** USD
subtotal: 18.00 USD
estimated tax, shipping & handling: 0.00 USD

Return to BEN Buys Shopping Cart

Need to review your cart details? Click here.

Have you made changes? Update

Midwest Veterinary Supply **2**  more info...

Free Ground Shipping

Product Description	Unit Price	Qty/UOM	Total
<p>Item added on Sep 9, 2013</p> <p>KIM WIPES ACRYLIC HOLDER</p> <p>Part Number 350.60180.2</p> <p>Manufacturer Info J0877 - (JORGENSEN LABORATORIES, INC.)</p>	18.00 USD EA	1 <input type="button" value="Update"/>	18.00 USD

6

Manage Carts Assigned to Me

Cart Delete: You may delete cart that are no longer necessary.

BRIAN 10149957 CAPUTO | ★ | Action Items 5 | Notifications 1 | 0.00 USD



Shop / My Carts / View Draft Carts / Shopping Cart - Drafts

Create Cart

Assign Substitute




My Carts

legend ?

Active Cart	Shopping Cart Name	Date Created	Cart Description	Total	Delete
	2013-05-23 BCAPUTO 04	5/23/2013		132.47 USD	Delete
	2013-08-26 BCAPUTO 01	8/26/2013		35.33 USD	Delete

Carts Assigned To Me

legend ?

Active Cart	Shopping Cart Name	Date Created	Cart Description	Total	Delete
	2012-10-05 bcaputo 01	10/5/2012		7.88 USD	Delete
	2013-09-09 newShopper 01	9/9/2013		1.00 USD	Delete
	New UI	10/24/2012		332.28 USD	Delete

If the Assignee deletes a cart assigned to them, an email notification is sent to the Shopper and no further action can be taken.