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'

PENN MARKETPLACE

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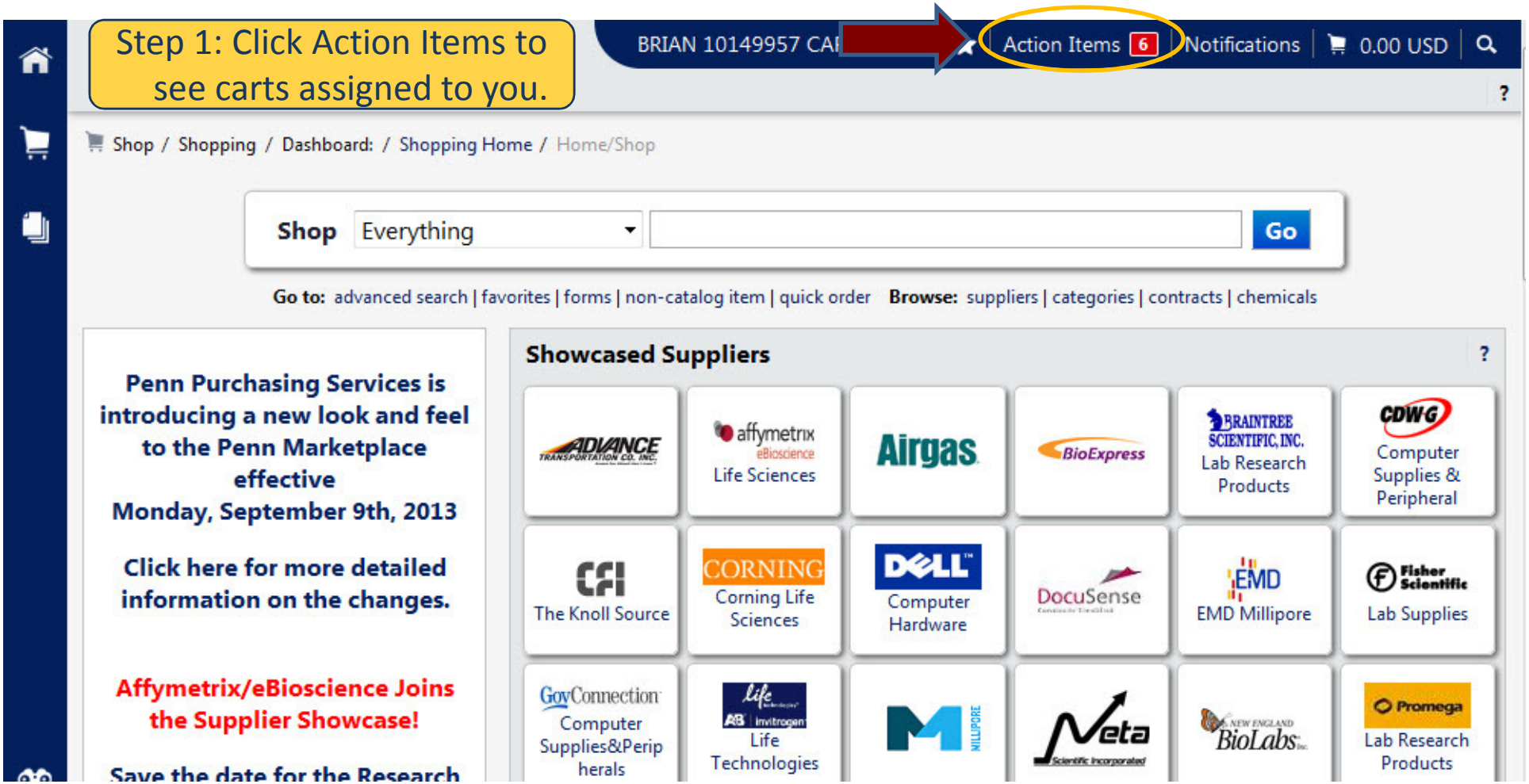

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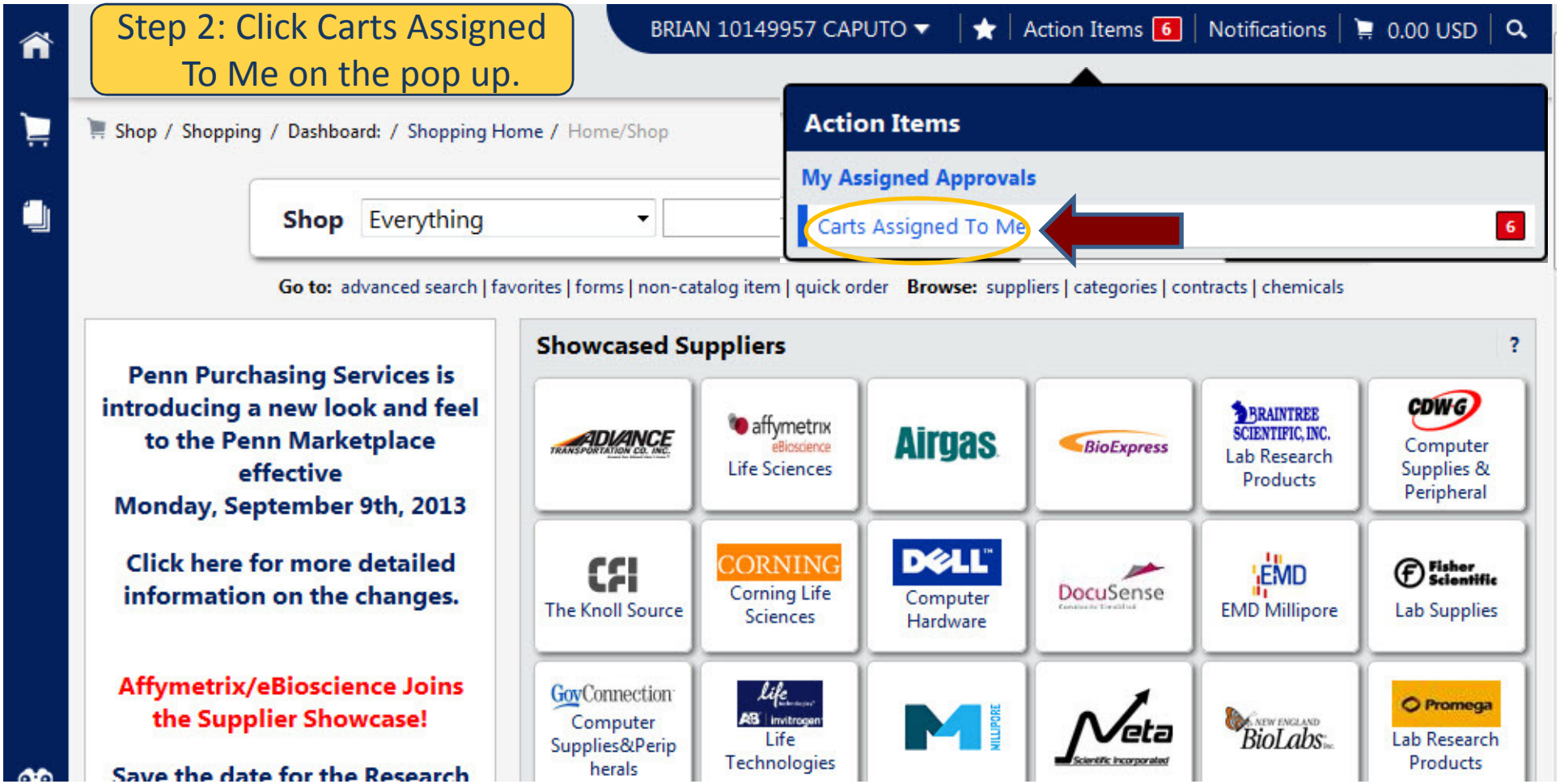

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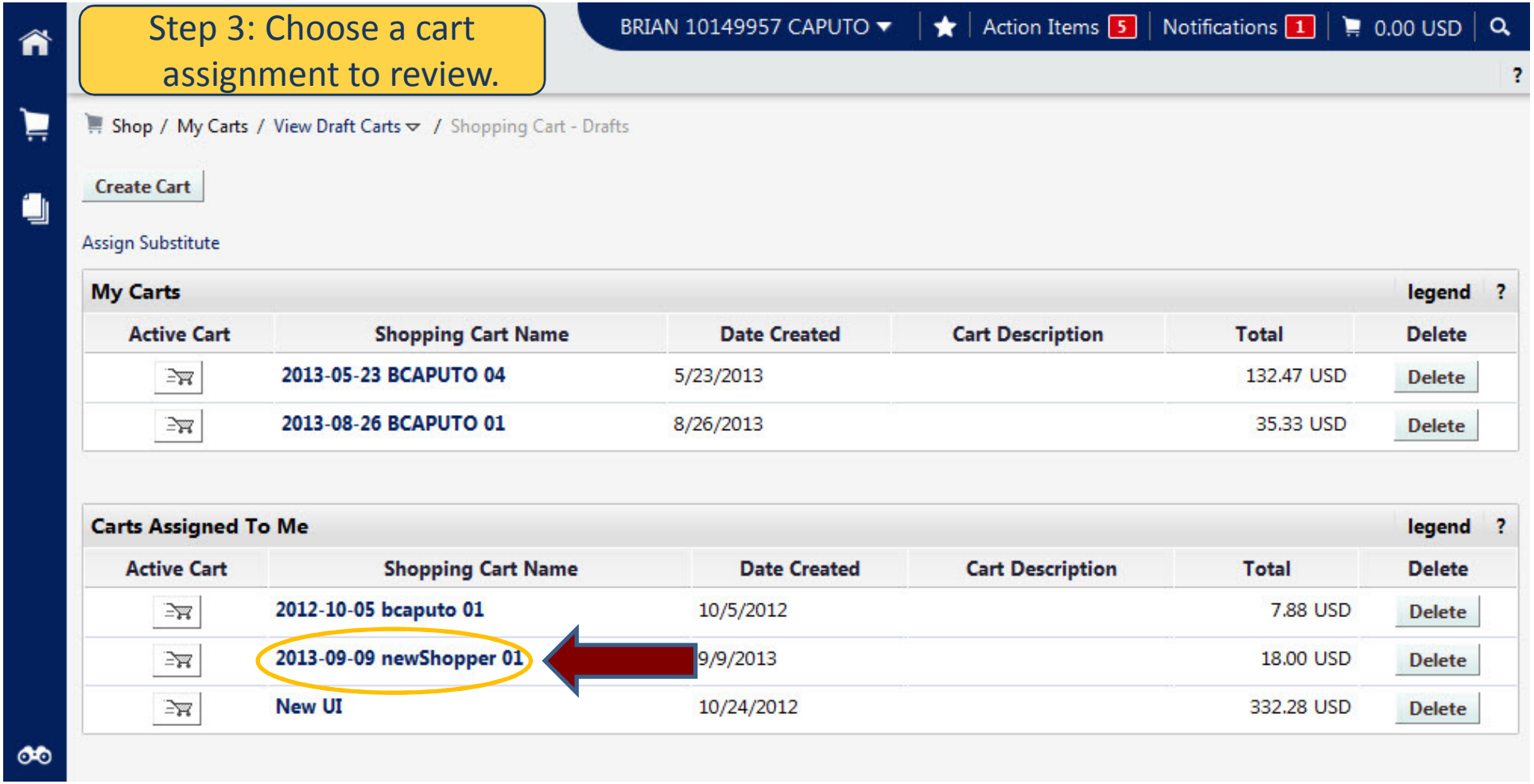

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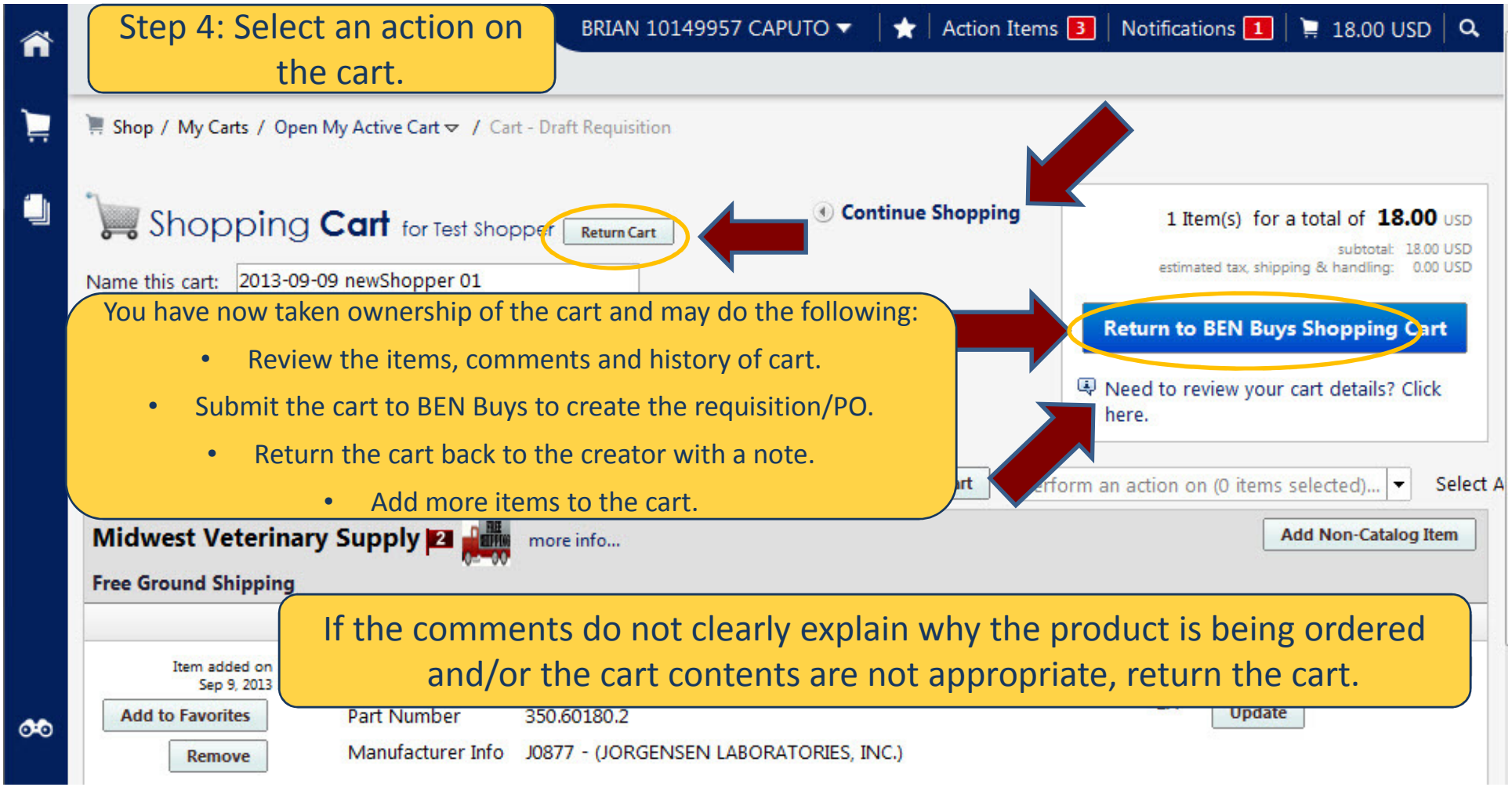

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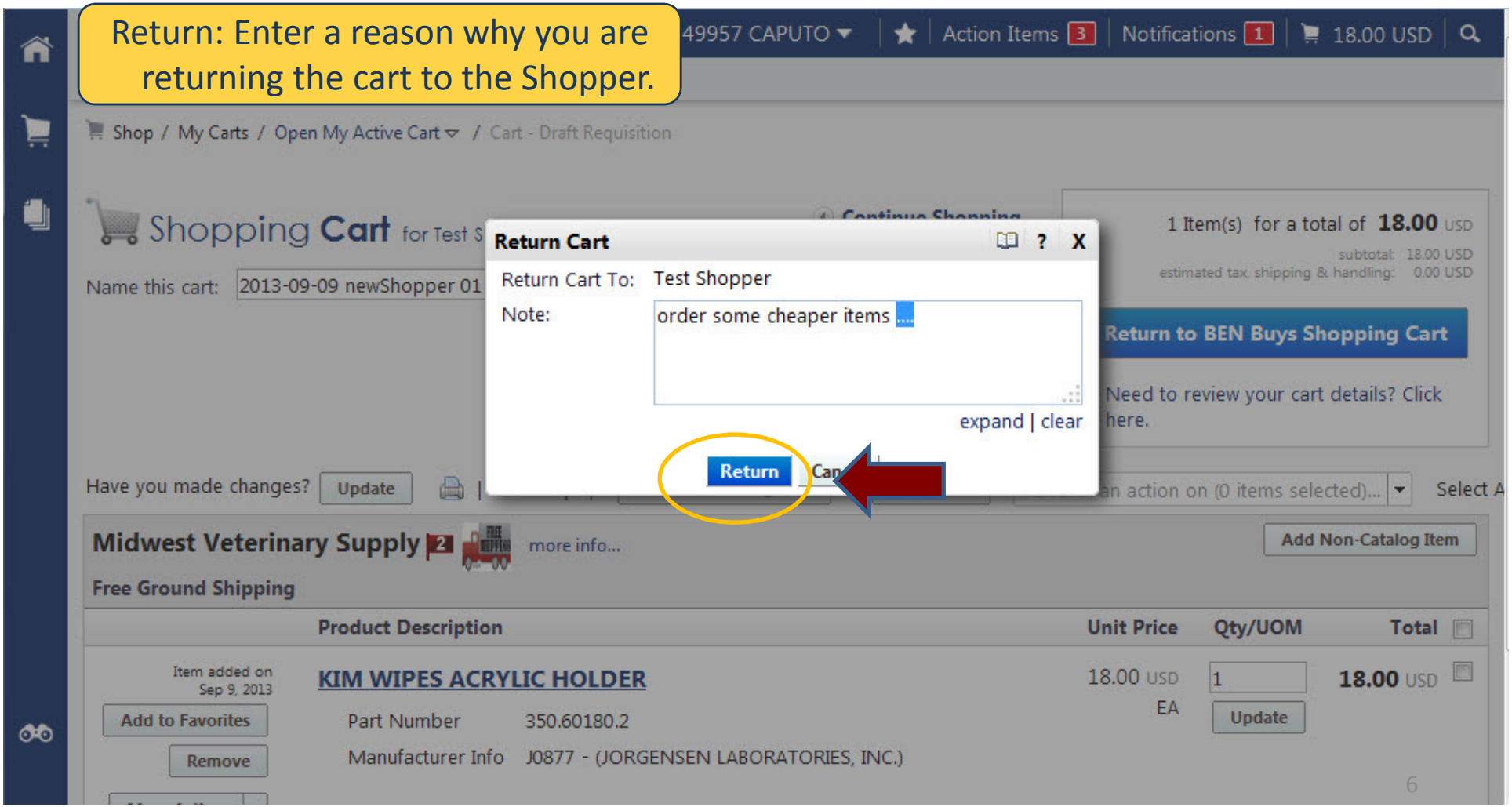

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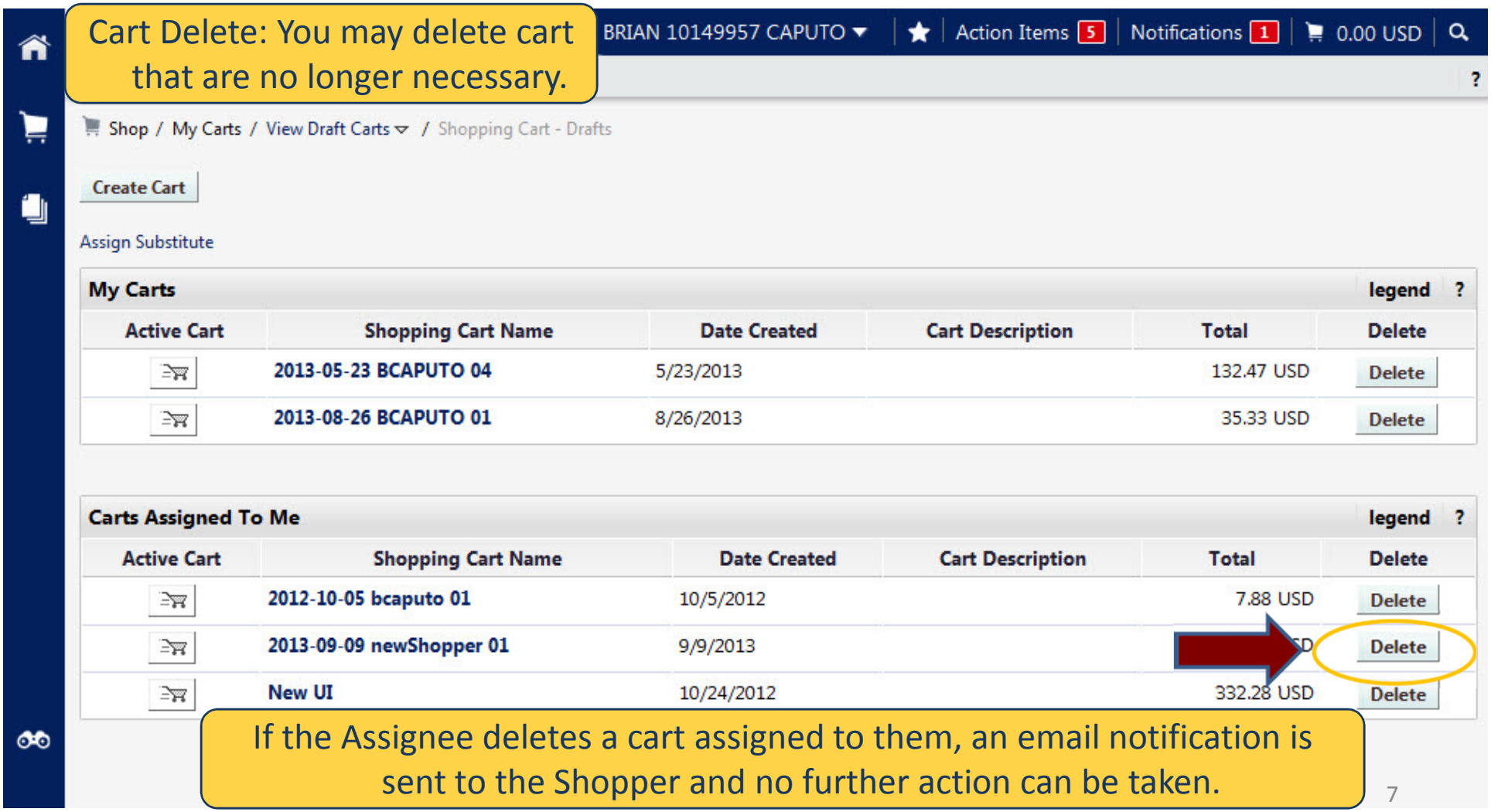
Cart Delete: You may delete cart that are no longer necessary.



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