

Locate a Draft or Returned Requisition

Prior to submission into workflow, Requisitions exist as draft Carts in BUY.IU. Orders returned to you by BUY.IU or by a reviewer are available in the same location.

Draft orders are located in the View Carts section of My Carts and Orders in the Shopping module.

🎢 Home	Ψ BUY.IU TEST	Sarah Chavez ▼ ★ ^a ³¹² ↓ ⁷⁶ 〒 0.00 USD Search (Alt+Q) Q
📜 Shop	Shop	Alt+P DLogout
Documents	Shopping My Carts and Orders Open My Active Shopping Cart	
💋 Contracts	Admin View My Orders (Last 90 Days)	
Accounts Payable		
Suppliers		ී? My Action
🙀 Sourcing	Search Everything	ion, Supplier, Manufacturer Q My Assi Advanced Search Code Advanced Search

Click a name in the **Shopping Cart Name** column to activate that cart and start working on it. Returned Requisitions are represented by a green arrow icon.

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📜 Shop	📜 Shop > My	Carts and Orders > View	(Carts 🔻 📏 Draft Carts 👻 📏 Draft Carts				D Logout
Documents	Cart Man	agement			Create	Consolidated Cart	Create Cart ?
—	Draft Carts 🗮 Assigned Carts						
Accounts Payable	> Filter Draft Carts						
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Suppliers	Туре 🗠	Cart Number 🗠	Shopping Cart Name 🗠	Cart Description	Date Created 🔺	Total 🗠	Action
📆 Sourcing	Normal	2716316	2019-07-21 0002000838 01		7/21/2019	19.62 USD	View 💌
	Normal 🥏	2752526	PH Paper		9/3/2019	29.97 USD	View 💌
) Inventory	Normal	2759555	Consulting for FMS FY20		9/11/2019	15,000.00 USD	View 💌
Reporting	Normal	2760161	2019-09-11 0002000838 01		9/11/2019	0.00 USD	View 💌
~	Normal	2763304	2019-09-14 0002000838 01		9/14/2019	29.35 USD	View 💌
Administer	Normal	2763305 Active	Additional surface pro 6 tablets for		9/14/2019	10,650.00 USD	View 💌
🗯 Setup	Normal	2763347	Annie Edison Research participant		9/14/2019	25.00 USD	View 💌
	1-7 of 7 Results 20 Per Page 🔻						



Filter for Carts in a certain status by clicking Filter Draft Carts.

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Shop > My Carts and Orders > View C	Carts 🔻 📏 Draft Carts 💌 📏 Draft Carts					D Logout
Cart Management				Create Co	nsolidated Cart	Create Cart ?
Draft Carts Assigned Carts						
✓ Filter Draft Carts						
Cart Name	Cart Type		All		¥	
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Date Created	1 Annar					
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1-7 of 7 Results						20 Per Page 👻
Type Cart Number	Shopping Cart Name 🗠	Cart Descr	iption [Date Created 🔺	Total 🗠	Action
Normal 2716316	2019-07-21 0002000838 01		7	//21/2019	19.62 USE	View 💌

The table below describes the different **Cart Type** filtering options.

Status	Description
Not Returned	Cart in draft or active status.
Approver Returned	Requisition returned to submitter by the system due to failing a validation rule. You also receive an email when a cart is returned which states the return reason. Requisition returned to submitter by an approver via the "Return to Requisitioner" option. You also receive an email when a cart is returned which states the return reason.
Assignee Returned	Cart returned by a cart assignee.