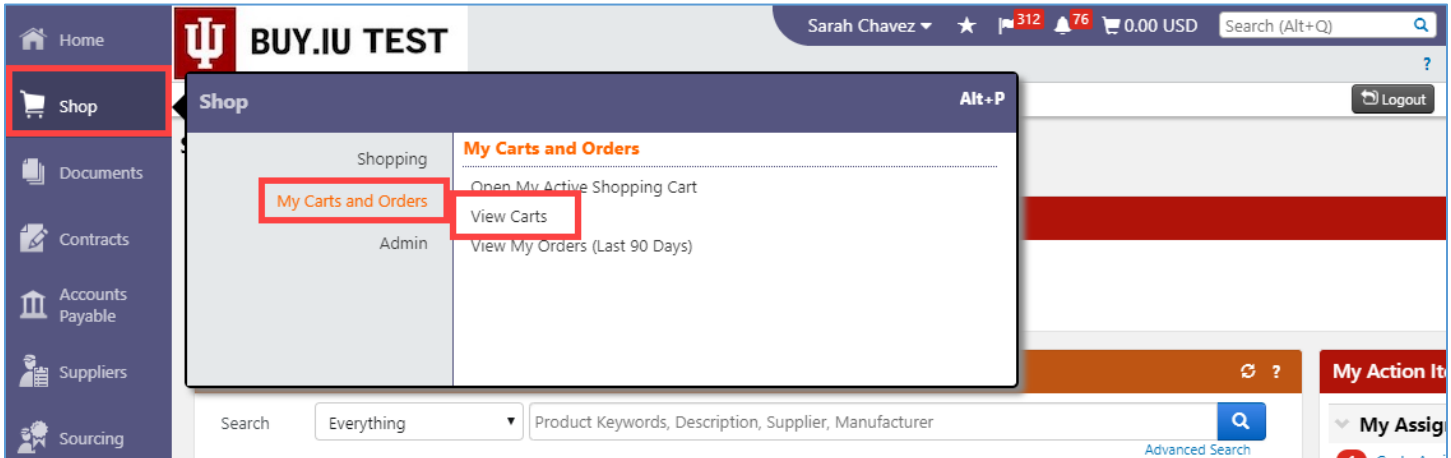


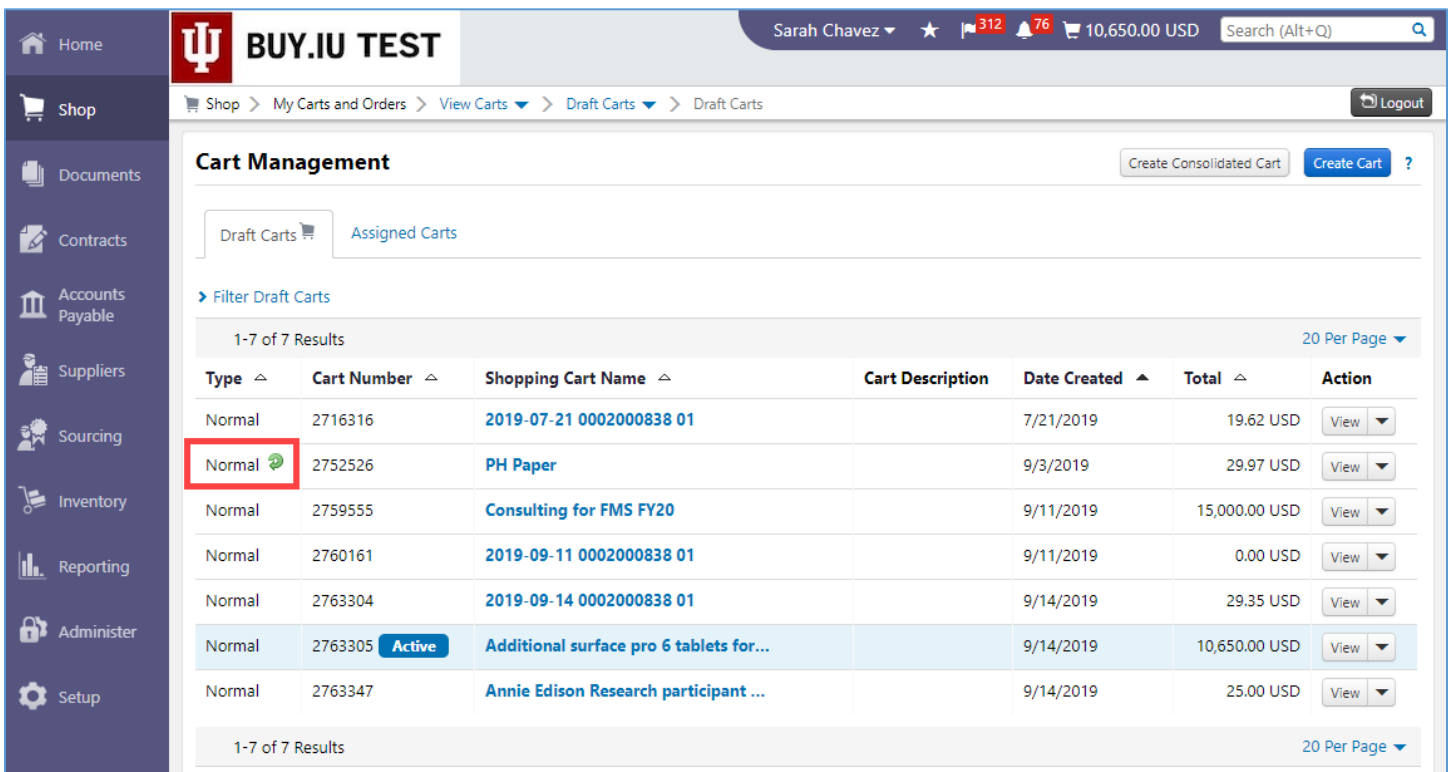
Locate a Draft or Returned Requisition

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.



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.



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

Cart Management

All

All

1-7 of 7 Results 20 Per Page

Type	Cart Number	Shopping Cart Name	Cart Description	Date Created	Total	Action
Normal	2716316	2019-07-21 0002000838 01		7/21/2019	19.62 USD	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.