Viewing “Other Draft Carts”
Shopping Carts other than your own

Viewing someone else’s Shopping Cart before it has been submitted and becomes a Purchase Requisition can be helpful when they have questions or are going to be absent. To do so you will click on the “carts” tab.

Then click on “other draft carts” tab.

This will bring up a search box. You can search by the Shoppers First and/or Last name, the Cart Number or your Department’s name.

TIP: When a Purchase Requisition (PR) is “returned” (not “rejected”) to a Shopper it appears in their Cart. The PR Number then becomes the “Cart Number” and may be entered and searched here.
Depending on how you decided to search it will either bring up a list of Carts or just the cart with the specific number you entered. Either way, select the Cart by clicking the “Shopping Cart Name”.

A view of the Cart will appear but you will not be able to make any changes or view the History as you could with your own Cart. When you are done click the “Close” button to get out of the document.