# How to Take Over a Team Shopping Cart

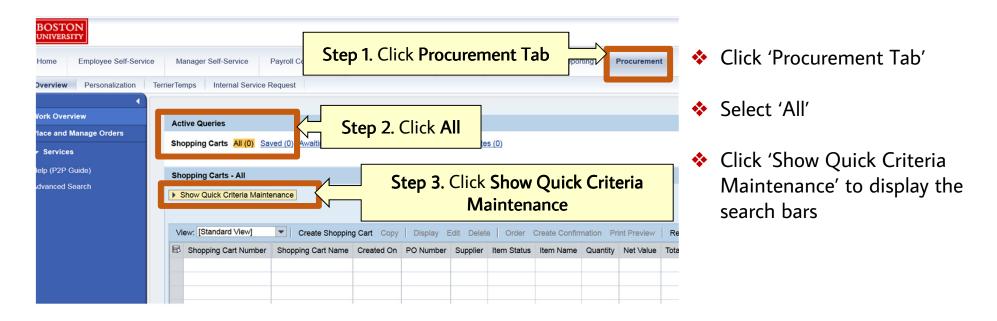


Sourcing & Procurement





Team members can only take over and edit a team member shopping cart if the cart is in 'Saved' status and has been selected as a Team Cart by the shopping cart creator. ‡

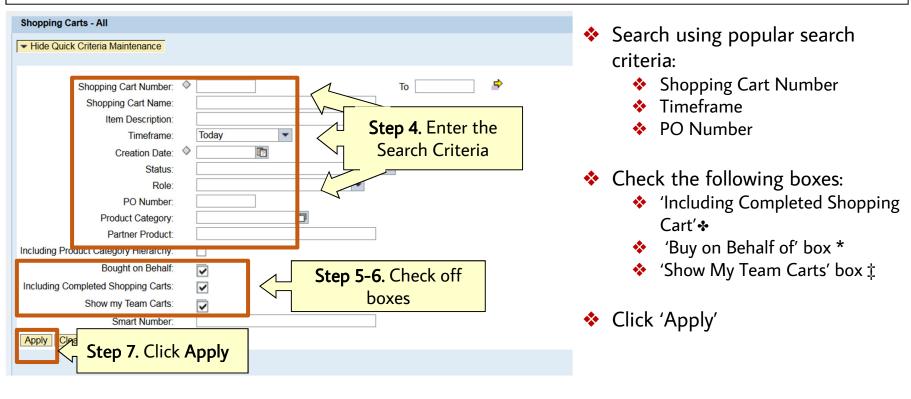


‡Teams must be set up in Personalization first in order to have the team shopping cart option on the shopping cart level. The creator of the shopping cart must create the cart as a Team Shopping Cart.





Shopping Cart Queries display individual or team shopping cart numbers, status, and PO numbers.



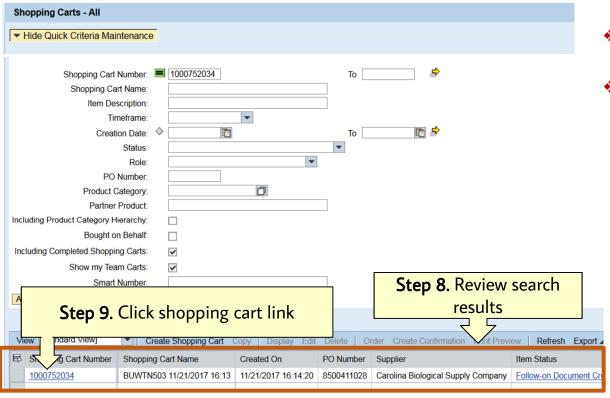
- ❖ Click 'Including Complete Shopping Carts' to search for shopping carts that have been submitted for approval.
- ‡ Teams must be set up in Personalization first in order to have the team shopping cart option on the shopping cart level. The creator of the shopping cart must create the cart as a Team Shopping Cart. See 'Team Shopping Carts' for more information (bu.edu/sourcing/how-to-place-orders/).



\* Click the 'Buy on Behalf of' box to include shopping carts created using the Buy on Behalf of function in the search.



Shopping Cart Queries display information including your individual or team‡ shopping cart numbers, status, and PO numbers.



Review search results

Click shopping cart link to open cart in a new window;

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Team members can only take over and edit a team member shopping cart if the cart is in 'Saved' status and has been selected as a Team Cart by the shopping cart creator. ‡



Click 'Take Over' to open the shopping cart for editing

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## Sourcing & Procurement Additional Resources

Ordering Information
Sourcing & Procurement:

Website: www.bu.edu/sourcing

Email: sourcing@bu.edu

Invoice Payment Information Accounts Payable:

Website: <a href="https://www.bu.edu/ap/resources">www.bu.edu/ap/resources</a>

Email: invoices@bu.edu

