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.‡

Take Over Team Shopping Carts

Step 1. Click Procurement Tab

Step 2. Click All

Step 3. Click Show Quick Criteria Maintenance

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.‡

- Click ‘Procurement Tab’
- Select ‘All’
- Click ‘Show Quick Criteria Maintenance’ to display the search bars
Take Over Team Shopping Carts

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

- Search using popular search criteria:
  - Shopping Cart Number
  - Timeframe
  - PO Number

- Check the following boxes:
  - ‘Including Completed Shopping Cart’*
  - ‘Buy on Behalf of’ box *
  - ‘Show My Team Carts’ box ‡

- Click ‘Apply’

* 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.
Take Over Team Shopping Carts

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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Click ‘Take Over’ to open the shopping cart for editing.
Sourcing & Procurement
Additional Resources

Ordering Information
Sourcing & Procurement:
Website: www.bu.edu/sourcing
Email: sourcing@bu.edu

Invoice Payment Information
Accounts Payable:
Website: www.bu.edu/ap/resources
Email: invoices@bu.edu