Working with M-marketsite “Assign a Cart” Orders in M-Pathways

Overview
M-marketsite browsers and others use the Assign a Cart feature to transfer (i.e., assign) a draft shopping cart to you to complete the M-Marketsite eProcurement requisition (ePro req). In this procedure, you learn how to:

Retrieve an Assigned Cart
Return an Assigned Cart

View this document in its entirety or click on the appropriate link to jump to that section.

ℹ️ Important Information
To use this feature, you must have the following options selected in your M-marketsite User Profile. See the Setting Up Your M-marketsite User Profile procedure in My LINC for instructions.

- **Cart Assigned Notice** set to Email & Notification – E-mail notification and notification in M-marketsite of a draft cart assignment.
- **Receive PR and PO notifications for Carts Assigned to Me** set to Email & Notification – E-mail notification and notification in M-marketsite when a purchase order (PO) has been dispatched to the vendor for an assigned cart.

**Note:** This notification is different than the one that originates from M-Pathways, which alerts you when a PO has been built.

The system e-mail is from 4HELP@umich.edu and has a subject line of “A shopping cart has been assigned to you.” **Do not** reply to this e-mail. If you have questions about the draft cart, contact the Cart Assigner.

**Note:** If the Cart Assigner set up his or her profile to receive Assigned Cart Processed Notification e-mails, (s)he will receive an e-mail message after you, the Cart Assignee, have completed the order.

If you will be out of the office for a period of time, click the Assign Substitute link on the Shop > My Carts and Orders > View Draft Shopping Carts page to specify an alternate cart processor.

- The substitute must be an ePro user.
- Click End Substitution on the draft carts page upon your return to the office.

If the draft shopping cart has not been processed after five (5) days, a reminder email will be sent to both the Cart Assigner and Assignee. The email includes:

- A summary of carts assigned by date.
- Key information including cart number, name, vendor, and total.
- A link to view the cart.

Navigation

*Main Menu* > *eProcurement* > *Create Requisition*

Navigate to M-marketsite within eProcurement: *Add Items and Services tab* > *Web tab* > *M-Marketsite*
Retrieve an Assigned Cart to Complete

M-marketsite Home Page

1. Click Action Items.
2. Click Carts Assigned to Me.

Carts – Draft Carts Page

3. Under the heading Drafts Assigned to Me, click the link in the Shopping Cart Name field to access the assigned draft cart.

Unless the cart is named by the assigner, the name is the date the cart was drafted, the assigner’s uniqname, and the cart number. The uniqname is followed by “browse” if the cart was created in the M-marketsite Browse Only Web site.

Active Cart – Shopping Cart Page

To Complete the M-marketsite ePro req:

4. Accept the Quantity value or change the number, and then click Update.
5. Click Proceed to Checkout.
6. See the Enter a M-marketsite Order in M-Pathways procedure to complete the ePro req.
Active Cart – Shopping Cart Page

To Return an Assigned Cart:

7. Click to send the cart back to the M-marketsite browser or user.

Return Cart Dialog Box

8. Enter a specific reason for the return in the Note field.

9. Click Return.

Active Cart – Shopping Cart Page

10. Review the Shopping Cart Information

Note: The M-marketsite browser or user will receive a notification that the cart has been returned. The cart will display on the Shop > My Carts and Orders > View Draft Shopping Carts page with the Returned Cart icon.
Additional Information

If applicable, you may re-assign a draft cart to another M-marketsite user. Click on the Final Review page to search for a new assignee by their email address (e.g., aalero@umich.edu) or select one from those stored in your M-marketsite user profile.

⚠️ Cart Assignees must have system access to create M-marketsite ePro reqs in M-Pathways.

Cart Assigners may withdraw (i.e., un-assign) a draft cart before you access it. The M-marketsite system does not send an email notification to the cart assignee when a draft cart is withdrawn.

See the M-marketsite Overview and Features reference document in My LINC for field descriptions of the Draft Carts page in M-marketsite.