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| An Approver may reject a Shopping Cart for various reasons.  |
|  **Role:** Staff | **Frequency:** As Needed |

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| **Viewing Details of a Rejected Shopping Cart** |
| *Notification of the rejected cart appears in the Shopper’s inbox for disposition.*  |  |
| Click on the notification for more information. |  |
| *Notes from the Approver, if applicable, will display in a pop-up box.* |  |
| **Steps to Resolve a Rejected Cart** |
| *The Shopper must choose one of three options to manage a rejected cart.* *1. Edit**2. Accept**3. Delete*  |  |
| *If* ***Edit*** *is selected, make needed changes and click* ***Proceed*** *to send notification to the Approver’s inbox.* |  |
| *Click* ***Accept*** *to accept the rejection. The Shopping Cart will be available to copy to another cart in the future.* |  |
| *Click* ***Delete*** *to remove the Shopping Cart from workflow and terminate.* |  |