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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.* |  |