Frequently Asked Questions Continued…

What Do I Do if My Cart Did Not Return from the Buy@Duke Marketplace?

Occasionally due to network connectivity issues, a cart created using a vendor catalog in the Marketplace, is not successfully returned into Buy@Duke. In this instance, you will need to retrieve and resubmit the cart.

1. From the Marketplace home page, select the dropdown menu accessed by the profile icon and select My Recently Completed Carts.

2. From your My Recent Requisitions list, select Resubmit Cart.

3. Using Resubmit Cart pulls the requisition back into the Buy@Duke cart and you can continue working.