

Assigning Substitute Requesters



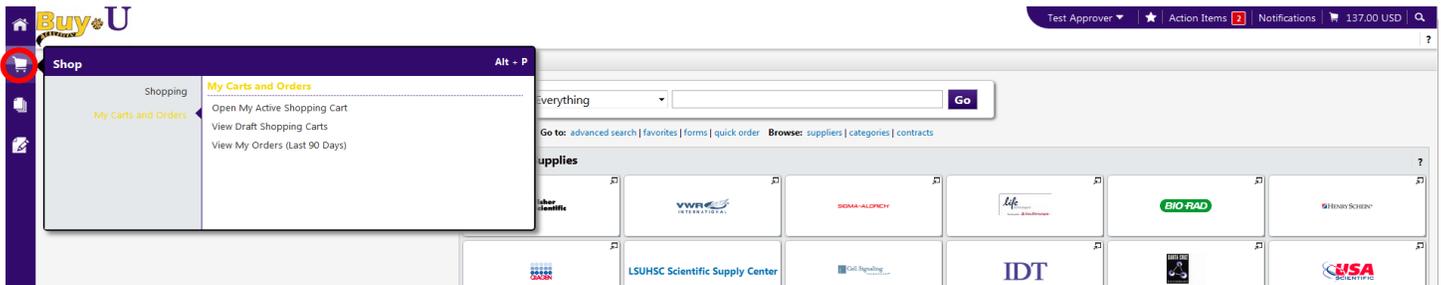
In This Guide

- ✓ Assigning substitute requesters
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When a cart is assigned to a Requester, the cart must be submitted to begin processing. If a Requester is going on vacation or on leave, he or she can assign a substitute Requester to process new cart assignments. Existing assigned carts must be processed by the original Requester or be reassigned for processing before adding a substitute. Only new assigned carts will be automatically forwarded to the substitute, not existing carts. The substitute Requester will receive all new carts and be able to review and process the carts.

Procedure

1. Access your listing of carts by selecting the **shopping carts** icon from the navigation bar on the left side of the screen within **BUY-U**.



2. Click on the **Assign Substitute** link.



3. In the resulting User Search pop-up window, enter the criteria to find the user that you would like to assign as the substitute **Requester**. Once the user criteria are entered, click the **Search** button.

[Close](#)

User Search ?

Last Name

First Name

User Name

Email

Results per page

[Search](#)

Assigning Substitute Requesters



4. Select the desired user by clicking the **[select]** link in the right-hand column.

New Search Close

Results Per Page 10 Users meeting the search criteria: 6 Page 1 of 1

Name	User Name	Email	Phone	Action
Approver, Test	ReqTester	nobody@sciquest.com		[select]
ReqApp, Test	reqapptest	buyuhelp@lsuhsc.edu		[select]
Requester, Test	reqtest	buyuhelp@lsuhsc.edu		[select]
Requisitioner, Requisitioner	requisitioner	nobody@sciquest.com		[select]
Requisitioner1, Test	reqtest1	buyuhelp@lsuhsc.edu		[select]
Requisitioner2, Test	reqtest2	buyuhelp@lsuhsc.edu		[select]

Results Per Page 10 Page 1 of 1

5. The substitute **Requester** you selected is now displayed in the **Current Substitute** field.

BuyU

Test Approver | Action Items 2 | Notifications | 137.00 USD

Shop | My Carts and Orders | View Draft Shopping Carts | Shopping Cart - Drafts

Create Cart

Current Substitute: **Test Requester** | End Substitution

My Drafts

Active Cart	Cart Number	Shopping Cart Name	Date Created	Cart Description	Total	Delete
	1379342	2015-06-30 apptest 01	6/30/2015		137.00 USD	Delete
	1378703	Monthly Office Supply Order - July	6/29/2015		0.00 USD	Delete

You have successfully assigned a substitute requester.



Later, when you want to remove the substitution setting, click End Substitution on the draft carts page (indicated in the screen example shown above).