Assigning a Cart to a Requester

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This guide demonstrates a shopper submitting a cart to a requester for review, and submission to workflow. (NOTE: A requester can reassign a cart assigned to them.)

Procedure

1. Access your active cart by clicking the cart icon in the upper right corner of the page and select the View My Cart button. If you do not need to make any changes to the items in your cart; you are ready to assign your cart to a requester.

2. Click the Assign Cart button.

3. There are two options for designating an assignee (requester). The Assign Cart window may display all or a variation of the following options depending on your configuration.

   - Select from profile values button: If you have previously identified assignee(s) in your profile, you can select this radio button to select from your list.

   - Search for an assignee button: If you have not identified any assignees in your profile, or if you want to assign a cart to someone not in your profile list, you can select this radio button to search from the University-wide list of users.
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4. If you have opted to select the **Search for an assignee** button, enter the appropriate **User Search** criteria to search for the desired assignee. You can enter all or part of the **Name**, **User Name**, or **Email**.

5. From the search results, select the requester to whom you want to assign the cart by clicking the **[select]** link next to their name.

6. Back on the **Assign Cart** window, you can check the **Add to Profile** checkbox if you plan to use this assignee in the future.

7. If desired, enter comments to your requester regarding this cart in the **Note To Assignee** box.

8. Click the **Assign** button.

A completion message will appear, along with a summary of your requisition.

BUY-U will send an email notification of the assigned cart to your requester.

BUY-U will also send you an email notification when the requester submits your requisition for approval, returns or deletes your cart.