

Quick

Reference

Guide

Assigning a Cart to a Requester

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✓ Assigning carts to a requester

 \checkmark Entering comments for the requester

User Search

Last Name 🐽

1

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

 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.

â			All 🗝 Se	earch (Alt+Q)	325.40 USD 📜	♥ ■	41
1	Simple	Advanced	Go to: Favorites	Forms Quick Order	Browse: Suppliers C	ategories Co	ontracts
ío	Search for p	products, suppliers, forms, part number, etc.					Q
0							

2. Click the Assign Cart button.

			All 👻	Search (Alt+Q)		325.40 USD 📜 🗢 🏴	•
Shopping Cart • 3363249 👻					= 🖶	Assign Cart Proceed To	Checkout
Simple Advanced						Details	2
Search for products, suppliers, forms, part	umber, etc.				٩	For Patrick Defourneaux	
1 Item						Name	
Office Depot · 1 Item · 325.40 U	D					Printer Paper	
SUPPLIER DETAILS						Estimate (325.40 USD)	
Need to make changes? MODIFY ITEMS	VIEW ITEMS Item(s)	vas retrieved on: 10/1	9/2021 8:52:56	5 AM		Subtotal	325.
 Office Depot(R) Brand White Copy Pape 	Letter Size (8 1/2 x 11), 2	U LD, Ream Of 500 She	ets, Case Of 1	0 Reams		Shipping	0.
Item	Catalog Siz No. ka	e/Pac Unit Price ging	Quantity	Ext. Price		Handling	0.0
1 Office Depot(R) Brand White Copy Paper Let	273646 CS	325.40	1 CS	325.40	… 🗆		325.4

3. Click **SEARCH** in the first pop up box.

In the next pop up box, enter information in one or more fields and click **SEARCH**.

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A	-		~		
Assign Cart: User Si	earch		×	User Name 🕧	
Assign Cart To:	no value or SEARCH			Email 🕕	
Note To Assignee:				Role 🕕	
				Results Per Page	10
		Assign	Close		

For training inquiries, send an email to: buyuhelp@lsuhsc.edu

Assigning a Cart to a Requester

4. Click the **PLUS SIGN** next to the desired requester's name.

User Search					×
New Search					
Name	\uparrow	User Name	Email	Phone	Action
Walker, Kyle		kwalk6	kwalk6@lsuhsc.edu	+1 504-568-5610	+
					Close

- 6. Check the Add to Profile checkbox if you plan to use this assignee in the future.
- 7. Enter comments to your requester regarding this cart in the Note To Assignee box.
- 8. Click the **Assign** button.

Assign Cart: User Sea	arch		×
Assign Cart To:	Walker, Kyle or SEARCH		
Add to Profile			
Note To Assignee:			
			1
		Assign	Close

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.

Requisition Summary		Options	
Requisition number	3363249	Create new draft cart	
Cart name	Printer Paper	Recent orders	
Requisition total	325.40 USD	Return to your home page	
Number of line items	1		

You have successfully assigned a cart to your requester.