

Quick

# Reference

## Guide

## **Assigning Substitute Requesters**

#### In This Guide

 $\checkmark$ Assigning substitute requesters ✓ Ending substitute requesters

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**.

ñ	Buy∗U					Test Approve	er 👻 🛛 🛨 🛛 Action Items 📘	Notifications   📜 137.00 USD	۹	
	A LIVERENCE CONTRACTOR OF THE OWNER								?	
	Shop	Ait +	P							
	Shopping	My Carts and Orders								
	My Carts and Orders Open My Active Shopping Cart			renything						
480	View Draft Shopping Carts		Go to: advanced search [favorites ] forms ] quick order Browse: suppliers ] categories ] contracts							
Ŀ	View My Orders (Last 90 Days)								?	
			R	R	, F	[ת		P	P	
			isher clentific		SGMA-ALDREW	life	BIO RAD	SHENRY SCHEN*		
			رم م			P	Sents chez	2	21	
				LSUHSC Scientific Supply Center	Cell Signaling		2	<b>NA</b>		

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

ñ	<mark>₿uy</mark> ≉U				Test Reques	ter 🔻 🛛 🛨 🛛 Action Items 🚺 🖉 Notific	ations   📜 0.00 USD   C
)	🐂 Shop 👌 Shopping 👌 Shoppin	i <b>g Home →</b> ) Home/Shop					
	Create Cart						
1	Drafts Assigne	ο Το Με					legend ?
-	Active Cart	Cart Number	Shopping Cart Name	Date Created	Cart Description	Total	Delete
ш		40670856	Computer	6/18/2013		1,315.46 USD	Delete
		40792753	Projectors	6/21/2013		4,740.00 USD	Delete
	My Drafts Ass	igned to Others					legend ?
	View Cart	Cart Number	Shopping Cart Name	Date Created	Assigned To	Total	Unassign
		40714638	⊇ 2013-06-19 sciqreq1 03	6/19/2013	Carol Wandersee	5,102.03 USD	Unassign

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	10	
	Search	

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 se	Jsers 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 -				I Pa	ge 1 of 1 🕒		

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

ñ	<mark>₿uy</mark> ∗U				Test Approver 🔻 🛛 ★	Action Items 2 Notifications	📜 137.00 USD   🕻	?
È	🐂 Shop 👌 My Carts and Orders	$\rangle$ View Draft Shopping Carts $oldsymbol{ abla}$ Sł	topping Cart - Drafts					
٩	Create Cart Current Substitute Test Reque	ester ind Substitution						
1	My Drafts	y Drafts					legend	1
	Active Cart	Cart Number	Shopping Cart Name	Date Created	Cart Description	Total	Delete	
	ेन्न	1379342	2015-06-30 apptest 01	6/30/2015		137.00 USD	Delete	
	₽E	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).

