



Quick

Reference

Guide

## Setting Cart Assignees



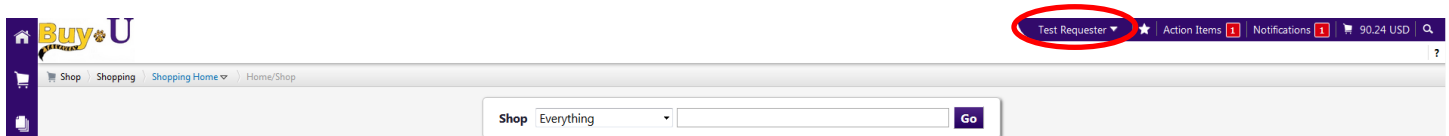
### In this Guide

- ✓ Adding a cart assignee to your profile
- ✓ Assigning a Preferred Value

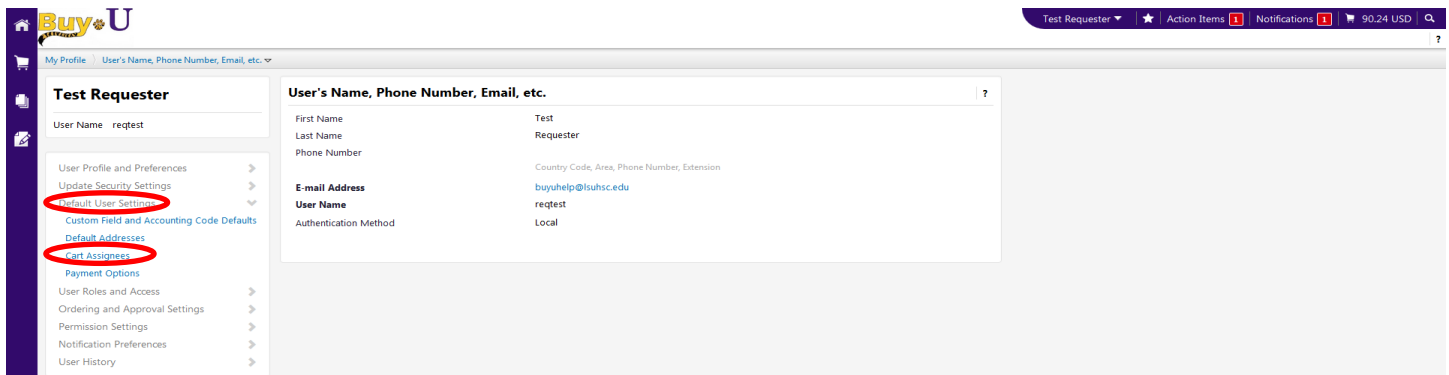
This guide demonstrates how to add a preferred Cart Assignee to your profile. A Cart Assignee is a Requester who can submit carts. When you select a Requester and specify him/her as your preferred Cart Assignee, the cart for all of your subsequent orders will automatically be assigned to that Requester. When submitting the cart, you can reassign any of these carts to a different Requester, if needed.

### Procedure

1. From the **BUY-U** homepage, access your **profile** by clicking your name and selecting the **View My Profile** link.



2. Within your profile, click on **Default User Settings** → **Cart Assignees**.



3. Click the **Add Assignee...** button.
4. In the resulting pop-up window, enter the search criteria and press the **Search** button.

**User Search** [Close] ?

Last Name

First Name

User Name

Email

Department

Position

Results per page

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5. In the resulting window, click the **[select]** link next to the desired Requester.

New Search		Users meeting the search criteria: 3			Close
Results per page	10			Page 1 of 1	
Name	User Name	Email	Phone	Action	
Requester, Rachel	rachelreq	Rachel@sciquest.com		[select]	
Requester, Rita	rrequest	alehew@sciquest.com		[select]	
Requester, Rob	rreq	abrennan@lsu.edu		[select]	

6. To designate this person as your preferred Requester, click the **Set as Preferred** button next to their name.

Cart Assignees	
Add Assignee...	
My Cart Assignees	
Name	Action
Rob Requester	Set as Preferred Remove

***You have now added a Requester and set them as your preferred Cart Assignee.***