Assigning a Cart to a Requester

In this Guide

✓ Assigning carts to a requester
✓ Entering comments for the requester

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

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.

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.

You have successfully assigned a cart to your requester.