

Assigning a Cart to a Requester



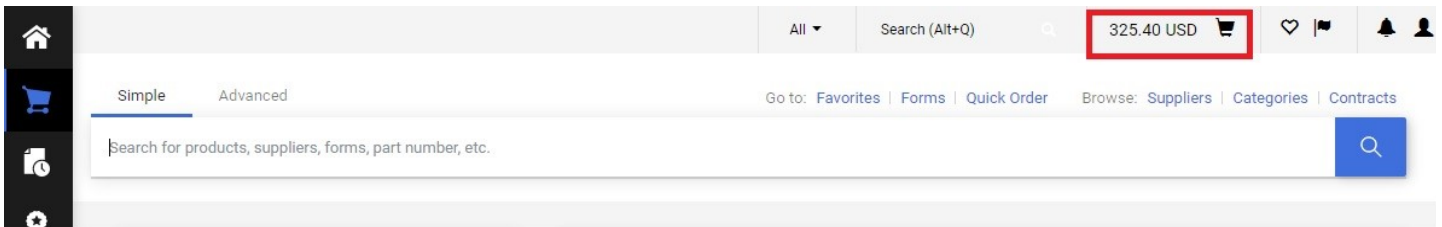
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- ✓ Assigning carts to a requester
- ✓ Entering comments for the requester

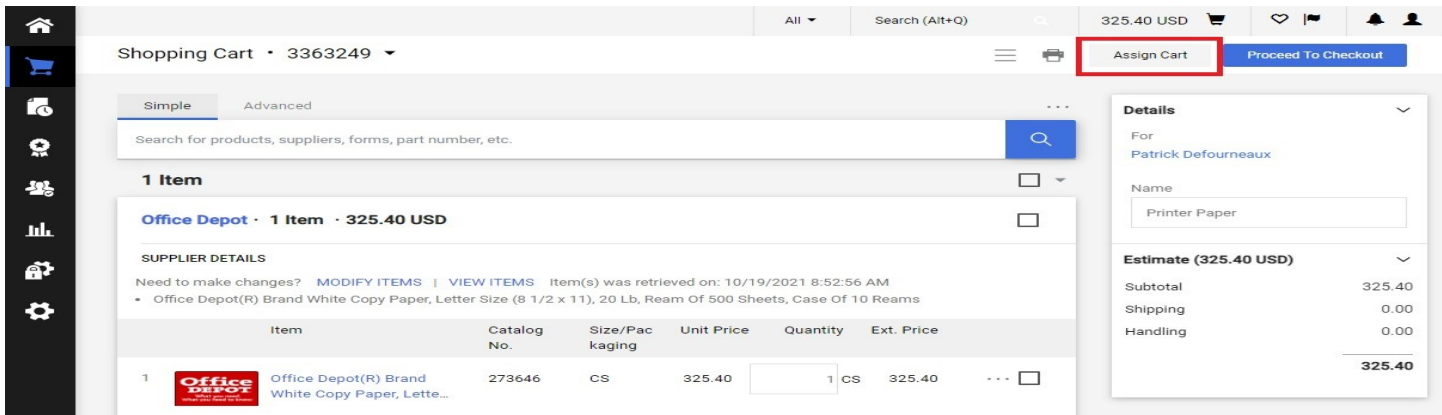
This guide demonstrates a shopper submitting a cart to a requester for review, and submission to workflow. (NOTE: A requester can reassign a cart assigned to them.)

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**.

Assign Cart: User Search [Close]

Assign Cart To: *no value* or **SEARCH**

Note To Assignee:

User Search [Close]

Last Name

First Name

User Name

Email

Role

Results Per Page

Assigning a Cart to a Requester



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

User Search ×

New Search

Name	↑	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 Search ×

Assign Cart To: Walker, Kyle
or [SEARCH](#)

Add to Profile

Note To Assignee:

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.

You have successfully assigned a cart to your requester.

✓ Cart Assigned

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	