When a Shopper has finished preparing their cart, they have the option to **Proceed to Checkout** or to **Assign Cart**. These options are also available to Requestors but the subsequent steps in the workflow differ. A Shopper can prepare a cart but cannot submit it for approval. It must first be assigned to a Requestor who can then submit it into the approval workflow. These steps are outlined below:

Most Shoppers will use the **Assign Cart** button to complete their preparation of a cart. However, some schools may require Shoppers to provide additional information, such as CoA. In these cases, the Shopper should click **Proceed to Checkout** to first enter these details before assigning the cart to a Requestor (see the Checkout Process guide for details).

Note: If a Shopper clicks **Assign Cart** they will not be able to edit any further details.

Note: Requestors can also assign carts to other Requestors.

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Click **Assign Cart**. On the **Assign Cart: User Search** window:

1. Click **Search for an assignee** to find your Requestor.
2. You can select **Add to Profile** once you select a Requestor to make them the default Requestor when you assign carts in the future.
3. You can include a note to the assignee (Requestor), which will be included in the notification.
4. Click **Assign**.

5. You will see a confirmation page that your cart has been assigned.
6. View status using **Search Requisitions**, or by viewing your **Assigned Carts**.