Assigning a Cart

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:

**Shopper**

- **Proceed to Checkout**
  - Shopper can add additional details, including CoA, Requisition Description or Business Purpose, and Standing Amount Based PO checkbox
  - **Assign Cart**

**Requestor(s)**

- **Assign Cart**
  - Requestor completes all details required and submits to approval workflow
  - **Proceed to Checkout**

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.

1. From your cart, click **Assign Cart**.

2. The **Assign Cart: User Search** window will open.
   - Click **SEARCH** to find your Requestor or click **SELECT** to choose from previously identified favorites
   - You can select **Add to Profile** once you select a Requestor to make them available in the SELECT menu in future
   - You can include a note to the assignee (Requestor), which will be included in the notification
   - Click **Assign**

2. You will see a confirmation page that your cart has been assigned.

3. View status using **Search Requisitions**, or by viewing your **Assigned Carts**.