

In This Guide

This guide demonstrates how Shoppers will assign their carts to Requesters for processing

This guide discusses:

- ✓ Assigning carts
- ✓ Adding Requesters to your profile
- ✓ Unassigning carts

Procedure

1. Begin by accessing your active shopping cart. You can do this by clicking on the shopping cart icon and **View My Cart**, located on the far right side of the top panel or by selecting from the main navigation menu **Shop » My Carts and Orders » Open My Active Shopping Cart** and clicking on your shopping cart name.
2. Click the **Assign Cart** button.
3. A popup window will appear and you should choose to **Search for an assignee**.
4. Another popup window will appear and you should type in the last name of your requester, click **Search** and then choose **Select** to the right of the Requester's name.
5. If this is a Requester that you will use in the future, click the **Add to Profile** box.
6. Once you have added a Requester to your profile, you will not need to search for them in the future. Instead, you will have an option to **Select from profile values** and you can click your Requester's name from there. Note that you can add multiple Requesters to your profile.
7. If you would like, you can enter in a note to your Requester regarding the order. This note will be visible in the email that they receive once you assign your cart to them.
8. Click **Assign**.
9. You will then receive a congratulations email confirming that your cart has been assigned to the Requester for action.
10. Remember that once you assign your cart to a Requester, they are the only person who can process your cart. If you need to reassign your cart to another requester, you will first need to unassign your cart from the current Requester.
11. To unassign your cart, access your draft shopping carts from the main navigation menu **Shop » My Carts and Orders » View Draft Shopping Carts**.
12. Under the section **My Drafts Assign to Others**, you can see what carts have been assigned and

who they are assigned to. To unassign a particular cart, click **Unassign** to the right of the shopping cart.

13. This unassigned cart will automatically become your active cart and you will be returned to the shopping cart page. From here, you can choose to assign your cart to another Requester.