

Assigning a Cart

- STEP 1:** In the upper right corner, click **Assign Cart**.
- STEP 2:** Click on **Search for an assignee**.
- STEP 3:** Enter the last name of the person you want to assign the cart to then click on **Search**.
- STEP 3:** Click **[select]** to choose desired assignee.
- STEP 4:** Click **Assign**. You should then see the person's name whom you are assigning the cart to in the Assign Cart box.

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Name ^	User Name ^	Email ^	Phone	Action
Shepherd, Melisse F	mfs46	mfs46@txstate.edu	+1 512-245-2521	[select]

Reviewing an Assigned Cart

Once the cart is assigned, you will get a confirmation screen.

Shopping Cart Information ?

 **Congratulations! Your cart was successfully assigned for further review.**

At this point, you can view the cart in your draft carts list and can unassign it, if needed, until submitted by the assignee. After a cart is submitted by the assignee, you can view it via requisition history search.

Here is a brief summary of the requisition you have assigned:

Requisition number	36767534
Cart name	2013-02-05 BNB57 01
Requisition total	249.99 USD
Number of line items	1

What would you like to do next? Here are links to some common actions.

- [Search for another item](#)
- [Check the status of an order](#)
- [Return to your home page](#)
- [Create new draft cart](#)