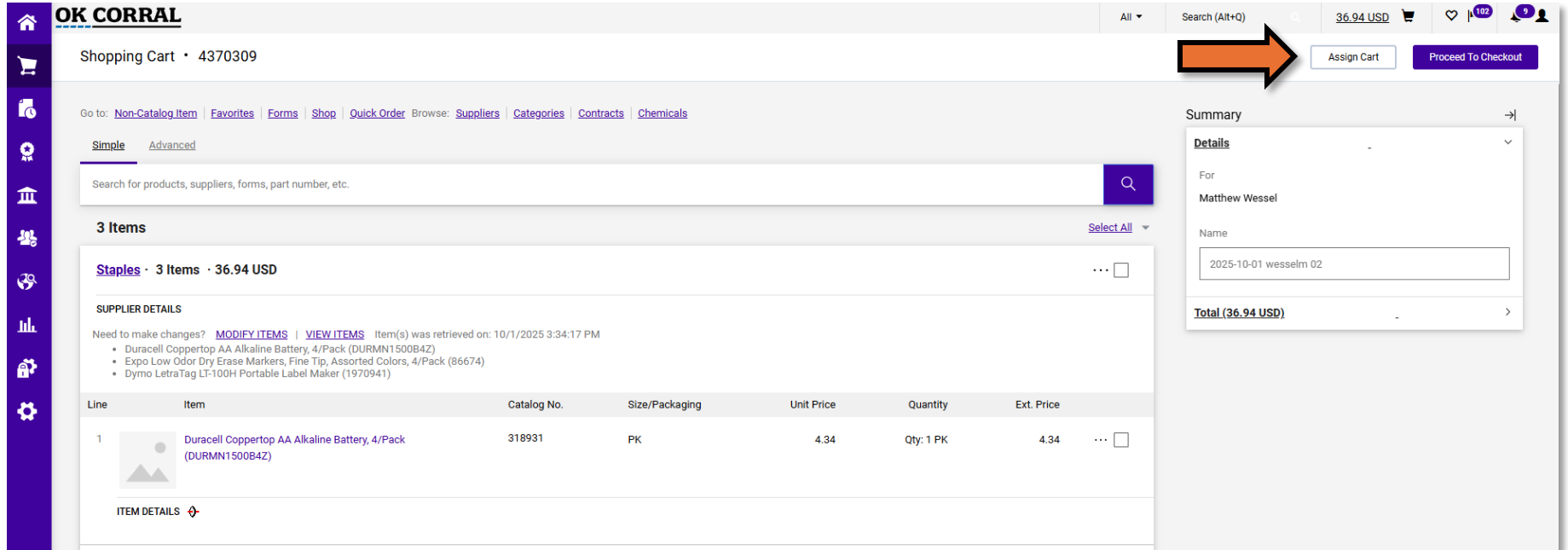


## Assigning a Shopping Cart to Another User

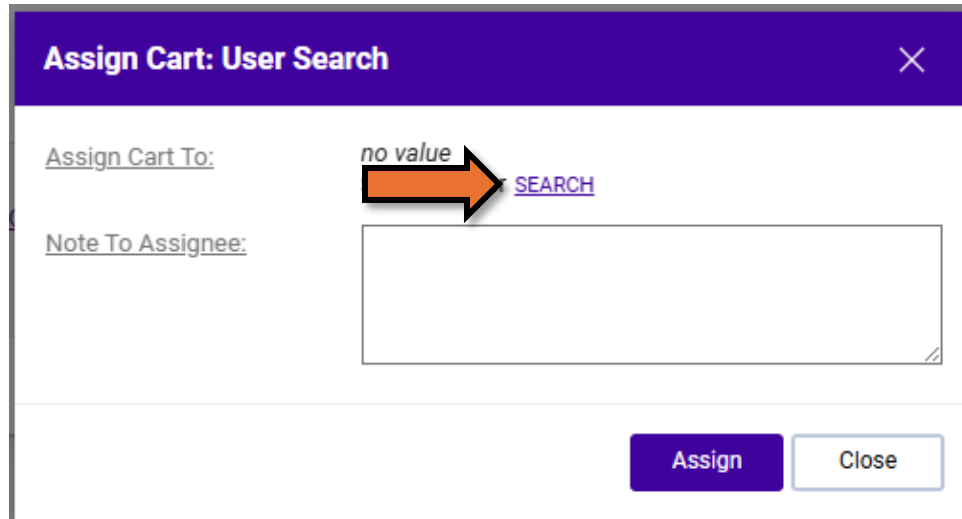
1. From the shopping cart view click “Assign Cart” in the top righthand corner.



The screenshot shows the OK CORRAL Shopping Cart interface. The top navigation bar includes the OK CORRAL logo, a search bar, and a total of 36.94 USD. The main content area displays the shopping cart for user 4370309, containing 3 items with a total of 36.94 USD. The items are listed in a table with columns: Line, Item, Catalog No., Size/Packaging, Unit Price, Quantity, and Ext. Price. The first item is Duracell Coppertop AA Alkaline Battery, 4/Pack (DURMN1500B4Z) with a unit price of 4.34 and a quantity of 1 PK. The right sidebar shows a summary of the cart, including the total (36.94 USD) and a button to proceed to checkout. An orange arrow points to the 'Assign Cart' button in the top right corner.

Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	Duracell Coppertop AA Alkaline Battery, 4/Pack (DURMN1500B4Z)	318931	PK	4.34	Qty: 1 PK	4.34

2. In the pop up click “SEARCH”.



The screenshot shows the 'Assign Cart: User Search' pop-up window. The window has a purple header with the title 'Assign Cart: User Search' and a close button. The main content area contains two sections: 'Assign Cart To:' and 'Note To Assignee:'. The 'Assign Cart To:' section has a text input field with the placeholder text 'no value' and a 'SEARCH' button. The 'Note To Assignee:' section has a large text area. At the bottom of the window are two buttons: 'Assign' and 'Close'. An orange arrow points to the 'SEARCH' button.

3. Type in the information for the Person you want to assign your cart to and click “Search”.

User Search

Last Name ⓘ

johnson

First Name ⓘ

kyle

User Name ⓘ

Email ⓘ

Department ⓘ

Role ⓘ

Results Per Page

10

Search

Close

4. Select the person from the results by clicking the “+” on the right side.

User Search				
New Search				
Name ↑	User Name	Email	Phone	Action
JOHNSON, KYLE W	kwjohns_local	kyle.johnson@okstate.edu	+1 405-744-5977	+
JOHNSON, KYLE WILLIAM	kyj	kyj@okstate.edu	+1 918-810-5576	+
Johnson, Kyle	kwjohns_local_limited	kyle.johnson@okstate.edu		+
Johnson, Kyle	kwjohns	kyle.johnson@okstate.edu	+1 405-744-5977	+
				Close

5. In the pop-up, type a note if you would like and click “Assign”.

**Assign Cart: User Search**

Assign Cart To: Johnson, Kyle  
[SELECT](#) ▼ or [SEARCH](#)

Note To Assignee:

[Assign](#) [Close](#)

6. Your cart has been assigned.

**OK CORRAL**

Go to: [Non-Catalog Item](#) | [Favorites](#) | [Forms](#) | [Shop](#) | [Quick Order](#) | Browse: [Suppliers](#) | [Categories](#) | [Contracts](#) | [Chemicals](#)

[Simple](#) [Advanced](#)

Search for products, suppliers, forms, part number, etc.

**Cart Assigned**

Requisition Summary		Options
Requisition number	4370309	<a href="#">Create new draft cart</a>
Cart name	2025-10-01 wesselm 02	<a href="#">Recent orders</a>
Requisition total	36.94 USD	<a href="#">Return to your home page</a>
Number of line items	3	