Step-by-Step Guide

Assigning Substitute Requestors



In This Guide

✓ Assigning substitutes

✓ Ending substitutes

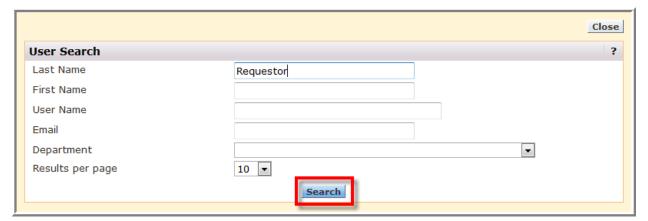
When a shopping cart is assigned to an assignee, or requester, the shopping cart must be submitted in order for processing to begin. If a requester is on vacation or out of the office, he/she can assign a **substitute requestor** to assist with the shopping cart submission. The substitute is able to review the shopping cart assigned to the original assignee.

Procedure

- 1. Access your shopping cart by clicking the shopping cart link in the upper right corner of the page... or by clicking **carts** ⇒ **draft carts** on the navigation bar.
- 2. Click on the **Assign Substitute** link.



3. From the **User Search** popup, enter the criteria to find the user that you would like to assign as the substitute requester. Once the user criteria are entered, click the **Search** button.

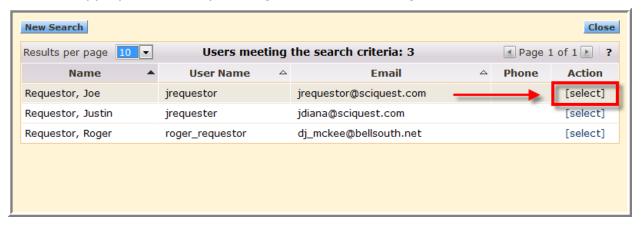


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4. Select the appropriate user by clicking select link to the right of the user's name.



You have successfully assigned a substitute.

- 5. The substitute selected now displays in the **Current Substitute** field.
- 6. Click **End Substitution** on the **draft carts** page to remove the substitution setting.



You have successfully ended the substitution.