

Step-by-Step Guide

Assigning Substitute Requestors



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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 **cards** ⇒ **draft cards** on the navigation bar.
2. Click on the **Assign Substitute** link.

The screenshot shows the 'Shopping Cart - Drafts' page for user 'Roger Requestor'. The navigation bar includes links for 'home/shop', 'favorites', 'forms', 'cards', 'history', 'document search', 'settlement', and 'more >>'. The 'cards' link is active, showing 'draft cards', 'assigned cards', 'favorites', and 'my requisitions'. Below the navigation bar, there is a 'Create Cart' button and a red box highlighting the 'Assign Substitute' link, with a red arrow pointing to it. Below this, there is a table titled 'My Returned Requisitions' with columns: 'Active Cart', 'Shopping Cart Name', 'Date Created', 'Cart Description', 'Total', and 'Withdraw'. The table contains one entry: 'Training Punch-out Sample' created on '12/5/2011' with a total of '59.98 USD'. A 'Withdraw' button is next to the entry.

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.

The screenshot shows the 'User Search' popup form. It has a 'Close' button in the top right corner. The form contains the following fields: 'Last Name' (with 'Requestor' entered), 'First Name', 'User Name', 'Email', 'Department' (a dropdown menu), and 'Results per page' (set to 10). A red box highlights the 'Search' button at the bottom right of the form.

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

New Search **Close**

Results per page **10** **Users meeting the search criteria: 3** Page 1 of 1 ?

Name	User Name	Email	Phone	Action
Requestor, Joe	jrequestor	jrequestor@sciquest.com		[select]
Requestor, Justin	jrequester	jdiana@sciquest.com		[select]
Requestor, Roger	roger_requestor	dj_mckee@bellsouth.net		[select]

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.

 Roger Requestor profile | logout form | 2 item(s), 101.00 USD

Shopping Cart - Drafts

Search for Catalog No. (SKU) **Go**

home/shop | favorites | forms | **carts** | history | document search | settlement | more >> **AAA**

active cart | **draft carts** | assigned carts | favorites | my requisitions

Create Cart

Current Substitute: Joe Requestor **End Substitution**

My Returned Requisitions

Active Cart	Shopping Cart Name	Date Created	Cart Description	Total	Withdraw
	Training Punch-out Sample	12/5/2011		59.98 USD	Withdraw

You have successfully ended the substitution.