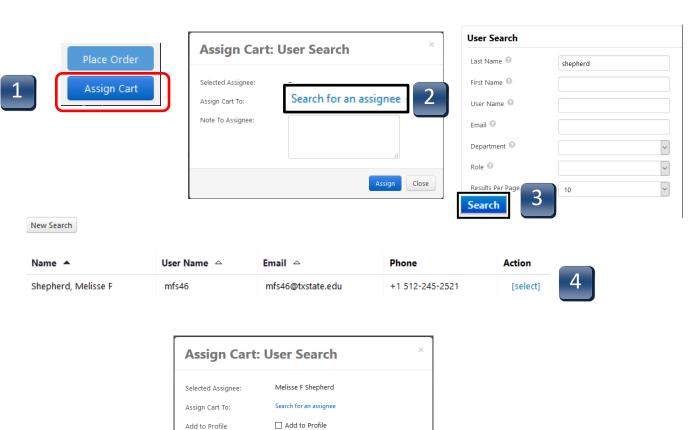
Assigning a Cart

- **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.

Note To Assignee:



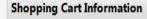
Assign

Close

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Reviewing an Assigned Cart

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



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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

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