

## Assigning Carts

If you don't have maintenance access to funds, you can assign your cart to someone with access to the funds. That person can then place the order for you.

1. Click the cart to be assigned.

The screenshot shows the 'My Drafts' section of the marketplace. A table lists two draft shopping carts. The first cart, with ID 937750, is highlighted by a red box and a callout bubble that says 'Click the cart'. The second cart, with ID 937790, is also listed. The table has columns for Active Cart, Cart Number, Shopping Name, Date Created, Cart Description, Total, and Delete.

Active Cart	Cart Number	Shopping Name	Date Created	Cart Description	Total	Delete
	937750	2013-03-12 GENTRN1 01	3/12/2013		482.82 USD	Delete
	937790	2013-03-12 GENTRN1 02	3/12/2013		141.63 USD	Delete

2. Click **Assign Cart**.

The screenshot shows the 'Shopping Cart' page for a specific cart (ID 937750). The page includes a 'Proceed to Checkout' button and an 'Assign Cart' button, which is highlighted by a red box and a callout bubble that says 'Click here to Assign the cart'. Below the buttons, there are input fields for Cart Name, Description, and Priority. The 'Supplier / Line Item Details' section shows the supplier 'Grainger' and various contract and account information.

Shopping Cart for Spartie Requestor

Proceed to Checkout or **Assign Cart**

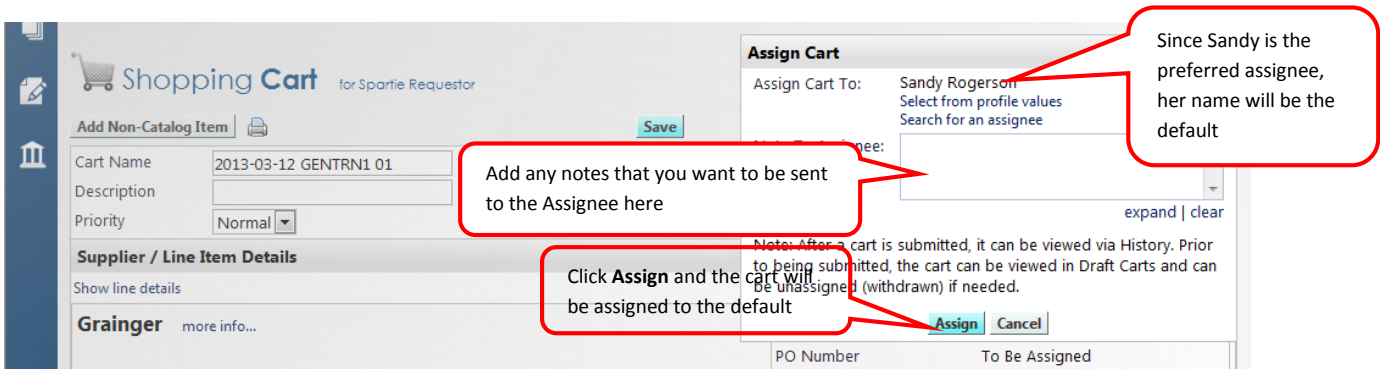
Cart Name: 2013-03-12 GENTRN1 01  
Description:   
Priority: Normal

**Supplier / Line Item Details**

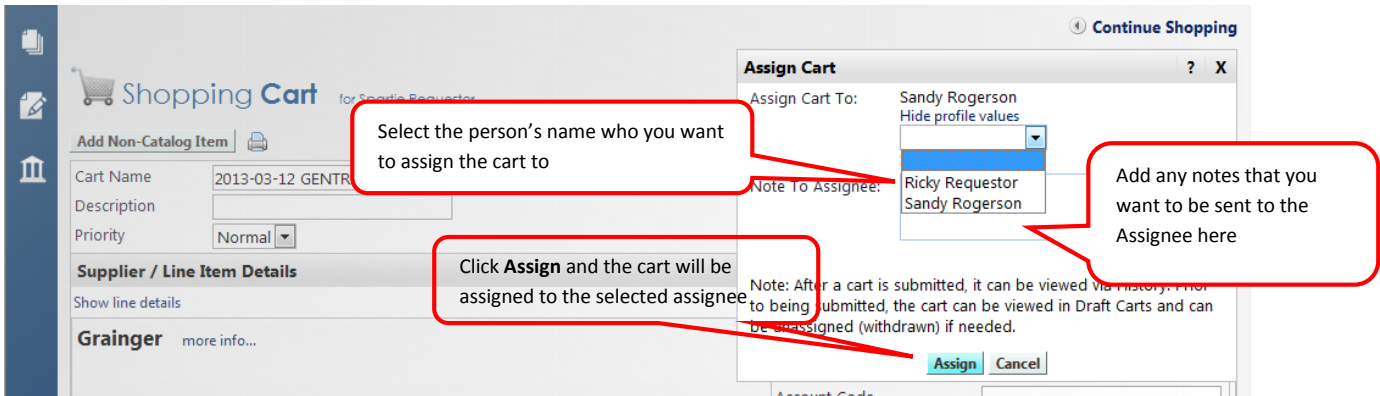
Contract: no value  
PO Number: To Be Assigned  
Account Code:   
Pricing Code:   
Quote/Bid number:

3. You have three options:

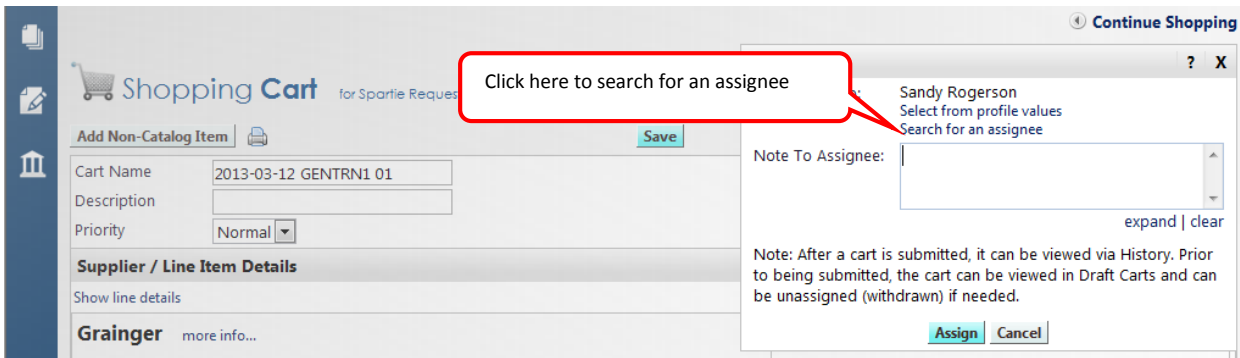
- Click **Assign** to assign the cart to the defaulted preferred assignee (See **Profile/Creating Assignees**)



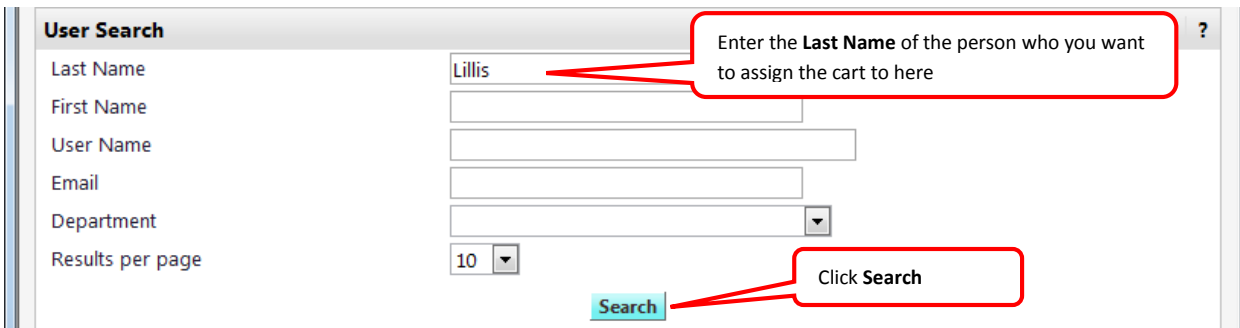
- Click **Select from profile values** and select another assignee that has already been created (**Profile/Creating Assignees**) from the dropdown.



- Click **Search for an assignee**.



- A User Search box is displayed. Click in the **Last Name** text box and enter the user's last name then click **Search**.



- Select the name of the person you want to assign the cart to by clicking **Select** under the **Action** column.

**New Search** **Close**

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

Name	User Name	Email	Phone	Action
Lillis, Judy	jclillis	jclillis@uncg.edu	+1 (336) 334-4463	[select]

- Click the **Assign** button and the cart will be assigned to the selected user.

**Assign Cart** ? X

Assign Cart To: Judy Lillis  
Select from profile values  
Search for an assignee  
 Add to Profile

Note To Assignee:  expand | clear

Note: After a cart is submitted, it can be viewed via History. Prior to being submitted, the cart can be viewed in Draft Carts and can be unassigned (withdrawn) if needed.

**Assign** **Cancel**

The cart has now been assigned to the selected user with your notes....

**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.

You included the following note for the assignee:

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

Requisition number	937750
Cart name	2013-03-12 GENTRN1 01
Requisition total	482.82 USD
Number of line items	2

...and listed in draft carts as an **Assigned Cart**.

Create Cart

Assign Substitute

**My Drafts** legend ?

Active Cart	Cart Number	Shopping Cart Name	Date Created	Cart Description	Total	Delete
	937790	2013-03-12 GENTRN1 02	3/12/2013		141.63 USD	Delete

**My Drafts Assigned to Others** legend ?

View Cart	Cart Number	Shopping Cart Name	Date Created	Assigned To	Total	Unassign
	937750	2013-03-12 GENTRN1 01	3/12/2013	Judy Lillis	482.82 USD	Unassign

NOTE: Once you assign the cart to someone else, you no longer have the ability to edit the cart.

You can Unassign the cart by clicking the **Unassign** button, and the cart will be put back in your **My Drafts** carts where you will have the ability to edit.