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.
Reviewing an Assigned Cart

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

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