If a Requisitioner is going to be out of the office for any reason, he/she may assign a substitute to receive notification of assigned carts during the absence.

1. On the home shopping page, hover over the Shopping Cart icon on the left toolbar, and select *My Carts and Orders*. Then click on *View Carts*.

2. On the Cart Management page, select the *Assigned Carts* tab. Click on *Assign Substitute*.

3. A User Search field will appear. Type in the last name of your designated substitute and click *Search*.

4. Identify the name of your desired substitute and click *Select*.

5. A message will appear in the Assigned Carts page indicating the substitute currently selected. During your absence, carts assigned to you will be directed to this substitute and a notification will be sent to the shopper informing them of the assigned substitute. Upon your return, click on *End Substitution* to resume receiving your assigned carts.