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 Draft Shopping Carts.

2. In the upper left corner of the Draft Carts page, above the listed carts, click on Assign Substitute. You will see this if you currently have draft carts:

Or this if you have no draft carts currently:

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 Draft 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.