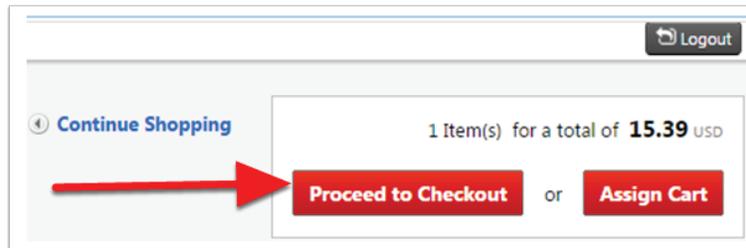


If you copy a requisition to a new cart and the requisition was originally prepared by a person other than yourself, the original Shopper's name will still appear on the order as the Shopper. Follow these instructions to edit the Shopper name.

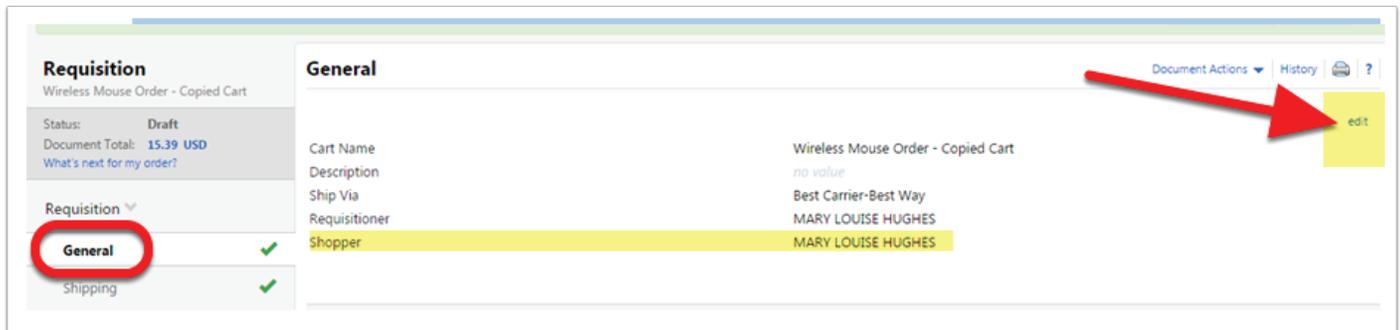
Why is this important?

Because UShop considers the Shopper to be the "owner" of the PO, and notifications about the PO will be sent to the Shopper.

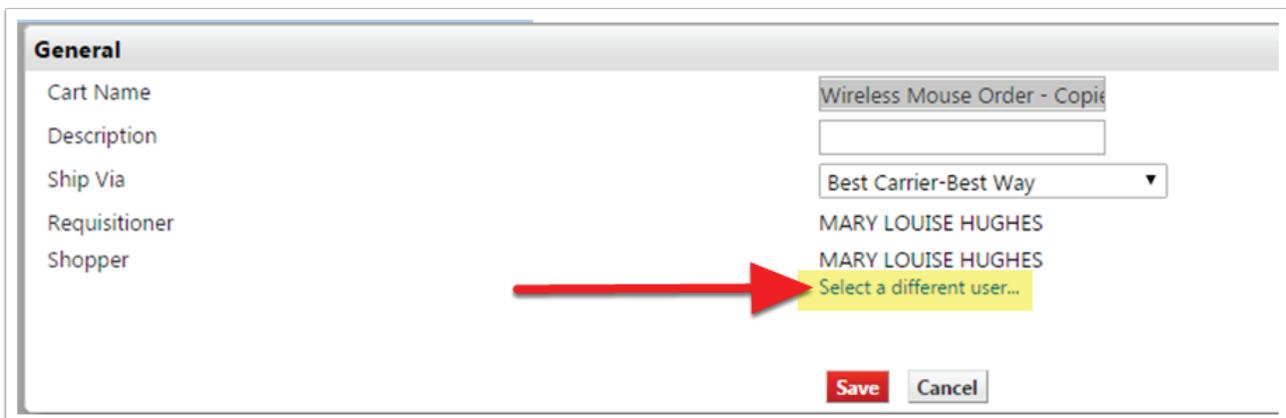
1. In the upper right hand corner of your new cart, click *Proceed to Checkout*.



2. Click on the General Tab on the left side of the page. Then, click on the *edit* link in the upper right hand corner of the window.



3. Click on the link *Select a different user*.



4. Provide the last and/or first name of the desired user, and click *Search*.

User Search

Last Name:

First Name:

User Name:

Email:

Results Per Page:

5. Click on the word [select] to select an individual's name.

Name ▲	User Name ▲	Email ▲	Phone	Action
HOLLEY, HEATHER M	u0109782	heather.holley@admin.utah.edu		<input type="button" value="[select]"/>

Click Save as the new name appears in the Shopper field

6. The new name will appear in the Shopper field. Click *Save*.

General

Cart Name:

Description:

Ship Via:

Requisitioner: MARY LOUISE HUGHES

Shopper:

7. Your requisition will now reflect the edited Shopper name.

Requisition
Wireless Mouse Order - Copied Cart

Status: **Draft**
Document Total: **15.39 USD**
What's next for my order?

Requisition ▼

General ✓

Shipping ✓

General

Cart Name: Wireless Mouse Order - Copied Cart

Description: no value

Ship Via: Best Carrier-Best Way

Requisitioner: MARY LOUISE HUGHES

Shopper: **HEATHER M HOLLEY**