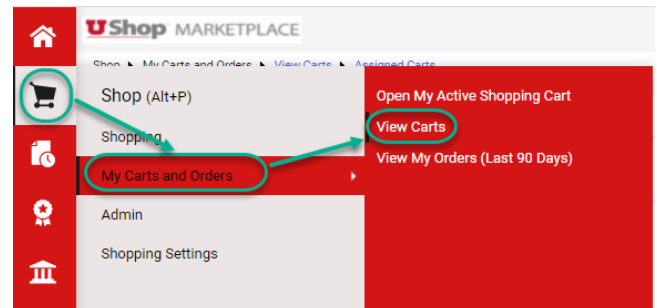
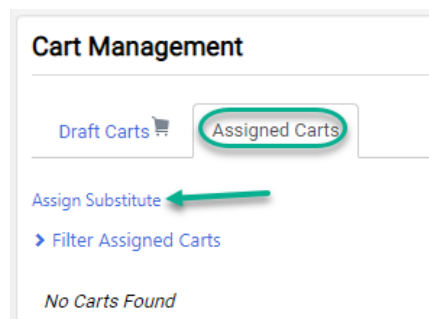


If a Requisitioner is going to be out of the office for any reason, he/she may assign a substitute to receive notification of assigned carts during the absence.

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**.

User Search

Last Name

Johnson

First Name

User Name

Email

Results Per Page

10

Search

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

New Search					Close
Results Per Page 10		Users meeting the search criteria: 1			Page 1 of 1 ?
Name	User Name	Email	Phone	Action	
JOHNSON, JEFFREY	u0101770	jjohnson@purchasing.utah.edu	+1 (801) 581-6621	[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.

Current Substitute: JEFFREY JOHNSON			End Substitution
My Drafts			
Active Cart	Cart Name	Date Created	
	2015-05-20 u0182453 01	5/20/2015	
	2015-05-20 u0182453 02	5/20/2015	
	Fisher from 1354633 MLH	5/20/2015	