

Adding a Requisitioner

As a Shopper, you are required to assign your cart to a Requisitioner before it is submitted for approval(s). Identifying a list of your Requisitioners and/or setting a default Requisitioner on your Profile will save you the time of having to search for their name every time you need to assign a cart. You can still override that value at the time of assignment, if necessary.

Upon completion of this topic, you will be able to add a Requisitioner.

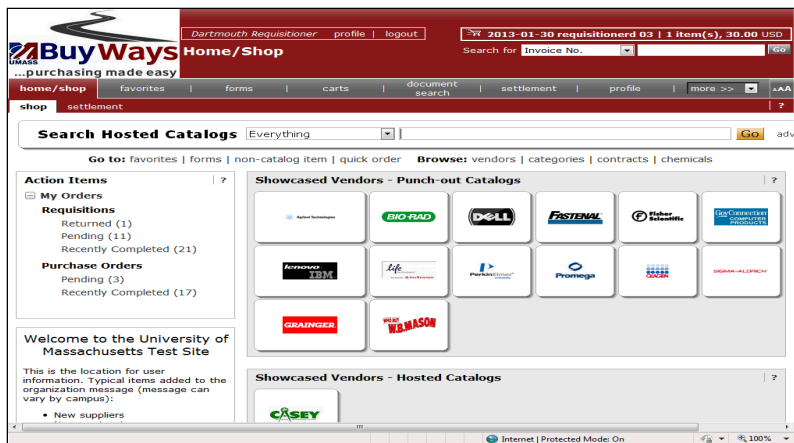
Procedure

Consider this scenario:

Your goal is to add a Requisitioner to your Profile.

Key Information:

Requisitioner: John Hancock

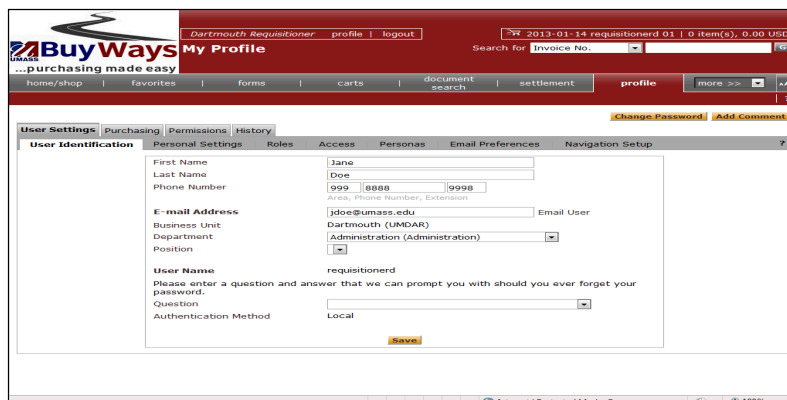


Step

Action

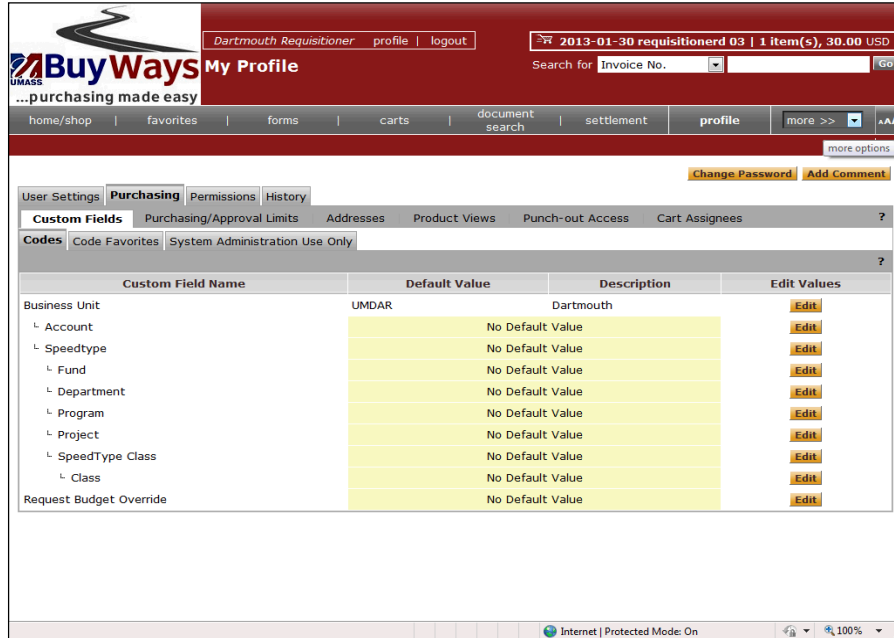
1. Begin by clicking the **profile** tab on the **Home/Shop** page.

profile

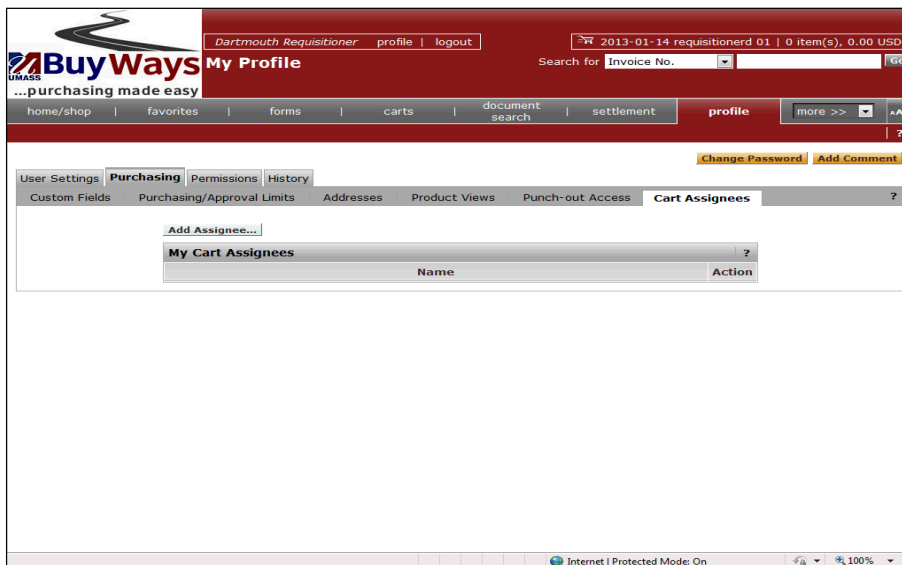


| Step | Action |
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| 2. | Click the Purchasing tab. Purchasing |
|----|---|

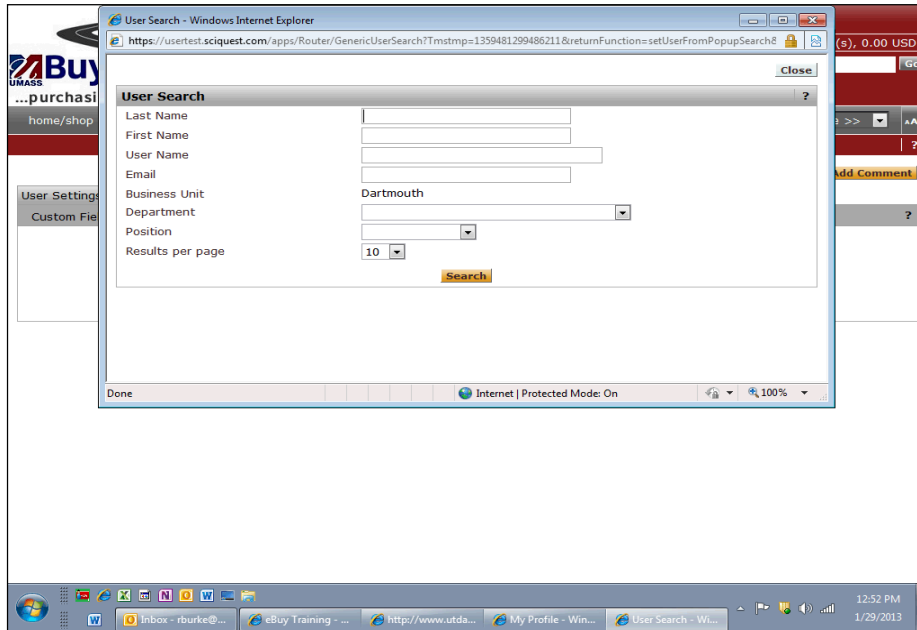


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|----|---|
| 3. | Click the Cart Assignees tab. Cart Assignees |
|----|---|



- | | |
|----|---|
| 4. | Use the Cart Assignees tab to add Requisitioners to your profile. One or more may already exist. |
|----|---|

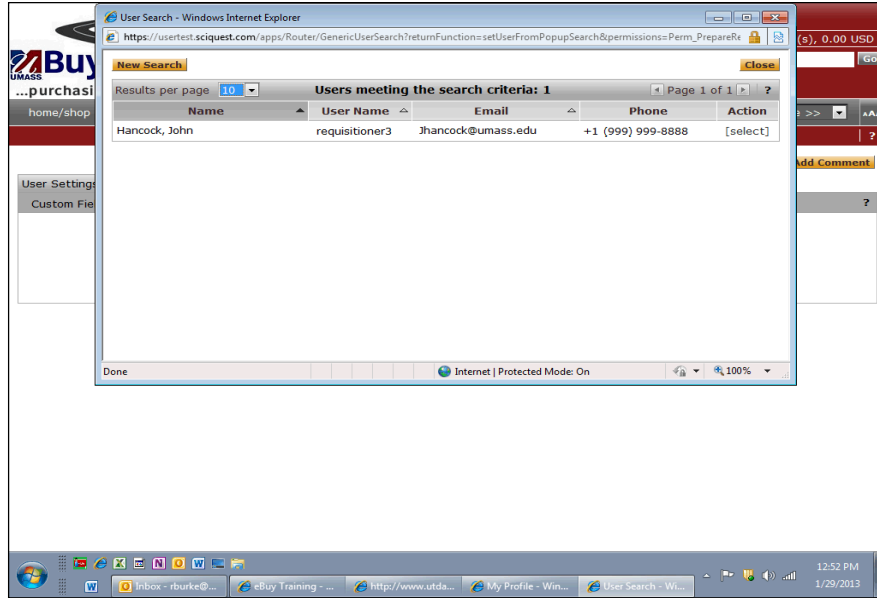
| Step | Action |
|------|---|
| 5. | Click the Add Assignee... button.  |



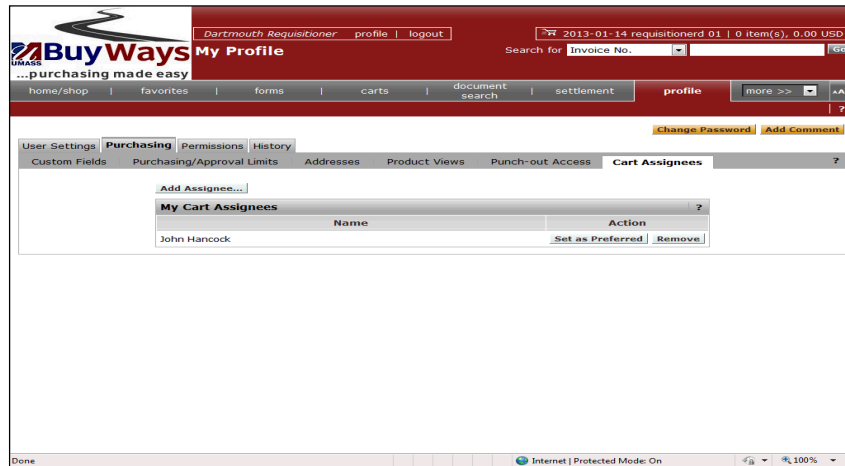
| | |
|----|---|
| 6. | On the User Search screen, enter the desired information into the Last Name field. Enter " Hancock ". |
| 7. | Enter the desired information into the First Name field. Enter " John ". |

| Step | Action |
|------|--------|
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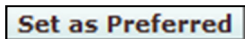
8. Click the **Search** button.



9. Click the **Hancock, John** link.



10. To choose a default Requisitioner, click the **Set as Preferred** button.



11. To remove a Requisitioner from your list, click the **Remove** button.

12. Congratulations! You have successfully added a Requisitioner to your profile.
End of Procedure.