

Acting on an Assigned Cart

Upon completion of this section, you will be able to:

- Edit cart items
- Assign budget information
- Split fund a Requisition
- View cart approvals
- Act on a returned Requisition
- Enter shipping information
- Populate line item details
- Search for documents
- View document history

Assigning a Substitute Requisitioner

Upon completion of this topic you will be able to:

- Assign a substitute Requisitioner

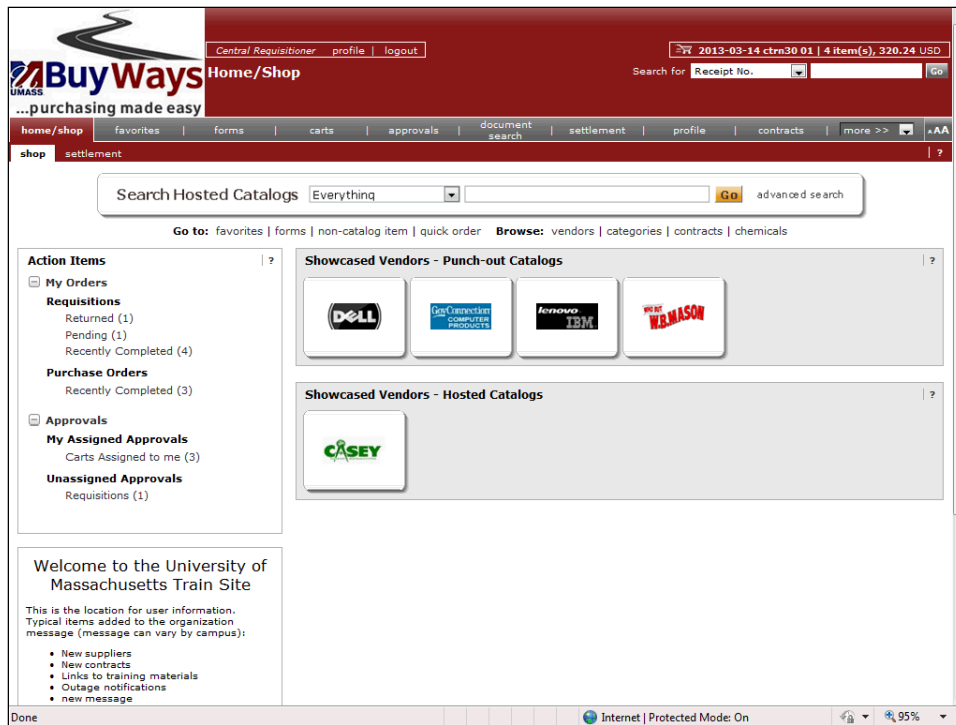
Procedure

Consider this scenario:

Your goal is to assign a substitute Requisitioner.

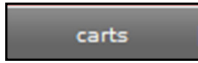
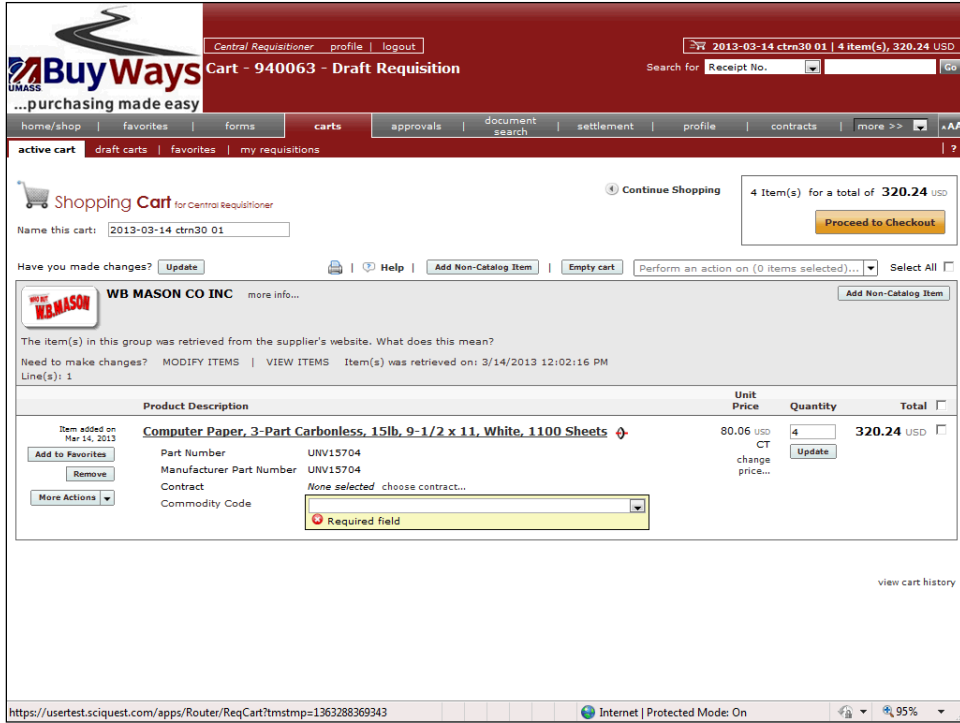
Key Information:

Step	Action
1.	<p>If you will be gone for an extended period of time, it is a good idea to assign a substitute Requisitioner to handle Requisitions that are assigned to you in your absence, to ensure that those orders are handled in a timely fashion.</p> <p>The substitute Requisitioner will receive notifications when a Requisition is assigned to you and will be able to view, edit, and submit those Requisitions for you.</p> <p>You are able to assign anyone that has the Requisitioner role as a substitute, but you should only assign someone that is authorized to act on your behalf.</p>



Step	Action
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2. Click the **carts** tab.

Central Requisitioner profile | logout

2013-03-14 ctrn30 01 | 4 item(s), 320.24 USD

Search for Receipt No.

BuyWays ...purchasing made easy

home/shop | favorites | forms | **carts** | approvals | document search | settlement | profile | contracts | more >>

active cart | draft carts | favorites | my requisitions

Shopping Cart for Central Requisitioner

Continue Shopping 4 Item(s) for a total of 320.24 USD

Proceed to Checkout

Name this cart: 2013-03-14 ctrn30 01

Have you made changes? Update

Add Non-Catalog Item | Empty cart | Perform an action on (0 items selected)...

WB MASON CO INC more info... Add Non-Catalog Item

The item(s) in this group was retrieved from the supplier's website. What does this mean?

Need to make changes? MODIFY ITEMS | VIEW ITEMS Item(s) was retrieved on: 3/14/2013 12:02:16 PM

Line(s): 1

Product Description	Unit Price	Quantity	Total
Item added on Mar 14, 2013 Computer Paper, 3-Part Carbonless, 15lb, 9-1/2 x 11, White, 1100 Sheets Part Number UNV15704 Manufacturer Part Number UNV15704 Contract None selected choose contract... Commodity Code <input type="text"/> Required field	80.06 USD	4	320.24 USD

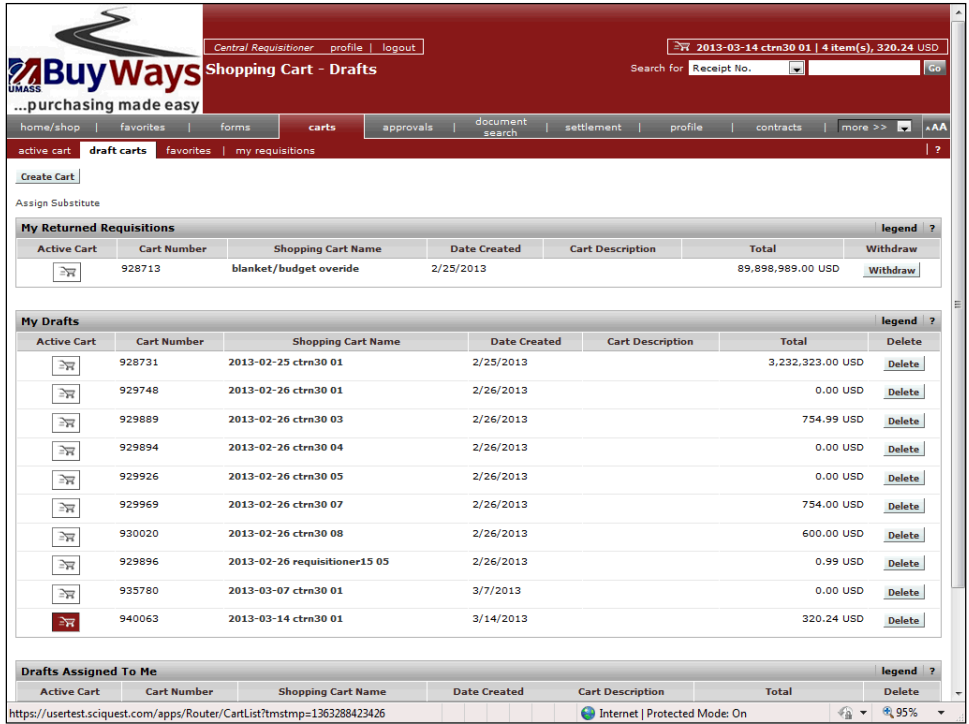
view cart history

https://usertest.sciquest.com/apps/Router/ReqCart?tmstmp=1363288369343 Internet | Protected Mode: On 95%

Step	Action
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3. Click the **draft carts** link.

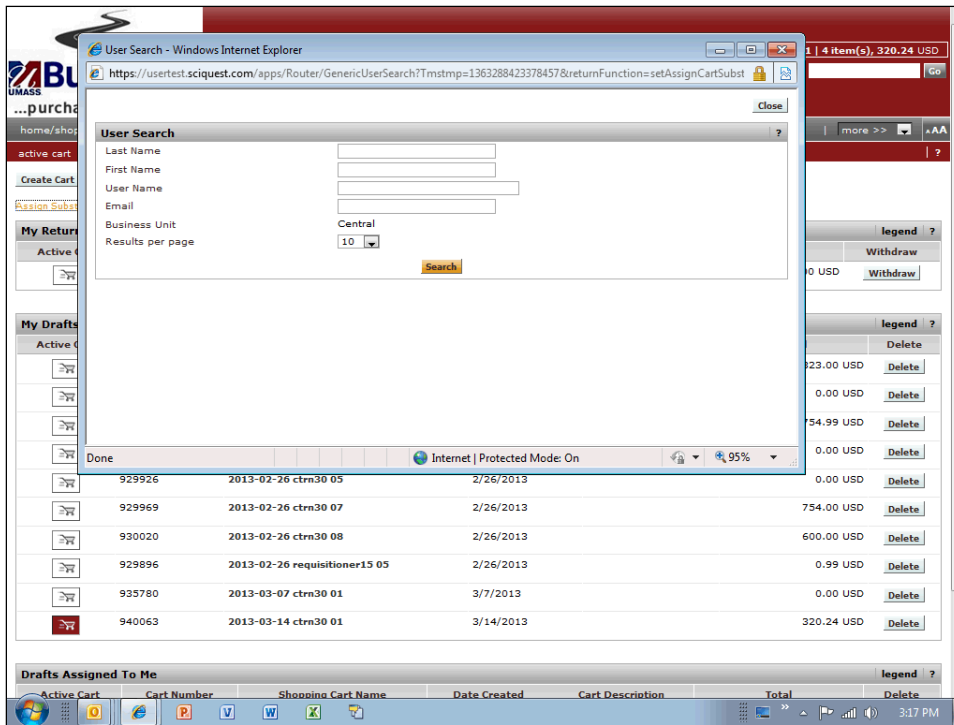
draft carts



The screenshot shows the BuyWays 'Shopping Cart - Drafts' page. At the top, there is a navigation bar with links for 'home/shop', 'favorites', 'forms', 'carts', 'approvals', 'document search', 'settlement', 'profile', 'contracts', and 'more >>'. Below this is a search bar for 'Receipt No.' and a status bar showing '2013-03-14 ctrn30 01 | 4 item(s), 320.24 USD'. The main content area is divided into sections: 'My Returned Requisitions' and 'My Drafts'. The 'My Drafts' section contains a table with columns for 'Active Cart', 'Cart Number', 'Shopping Cart Name', 'Date Created', 'Cart Description', 'Total', and 'Delete'. The 'Drafts Assigned To Me' section is partially visible at the bottom.

Active Cart	Cart Number	Shopping Cart Name	Date Created	Cart Description	Total	Delete
	928731	blanket/budget override	2/25/2013		89,898,989.00 USD	Withdraw
	928731	2013-02-25 ctrn30 01	2/25/2013		3,232,323.00 USD	Delete
	929748	2013-02-26 ctrn30 01	2/26/2013		0.00 USD	Delete
	929889	2013-02-26 ctrn30 03	2/26/2013		754.99 USD	Delete
	929894	2013-02-26 ctrn30 04	2/26/2013		0.00 USD	Delete
	929926	2013-02-26 ctrn30 05	2/26/2013		0.00 USD	Delete
	929969	2013-02-26 ctrn30 07	2/26/2013		754.00 USD	Delete
	930020	2013-02-26 ctrn30 08	2/26/2013		600.00 USD	Delete
	929896	2013-02-26 requisitioner15 05	2/26/2013		0.99 USD	Delete
	935780	2013-03-07 ctrn30 01	3/7/2013		0.00 USD	Delete
	940063	2013-03-14 ctrn30 01	3/14/2013		320.24 USD	Delete

Step	Action
4.	Click the Assign Substitute link. Assign Substitute



The screenshot shows a web application interface with a 'User Search' dialog box open. The dialog box contains the following fields:

- Last Name:
- First Name:
- User Name:
- Email:
- Business Unit: Central
- Results per page: 10

A 'Search' button is located at the bottom of the dialog box. The background shows a table of draft items with the following data:

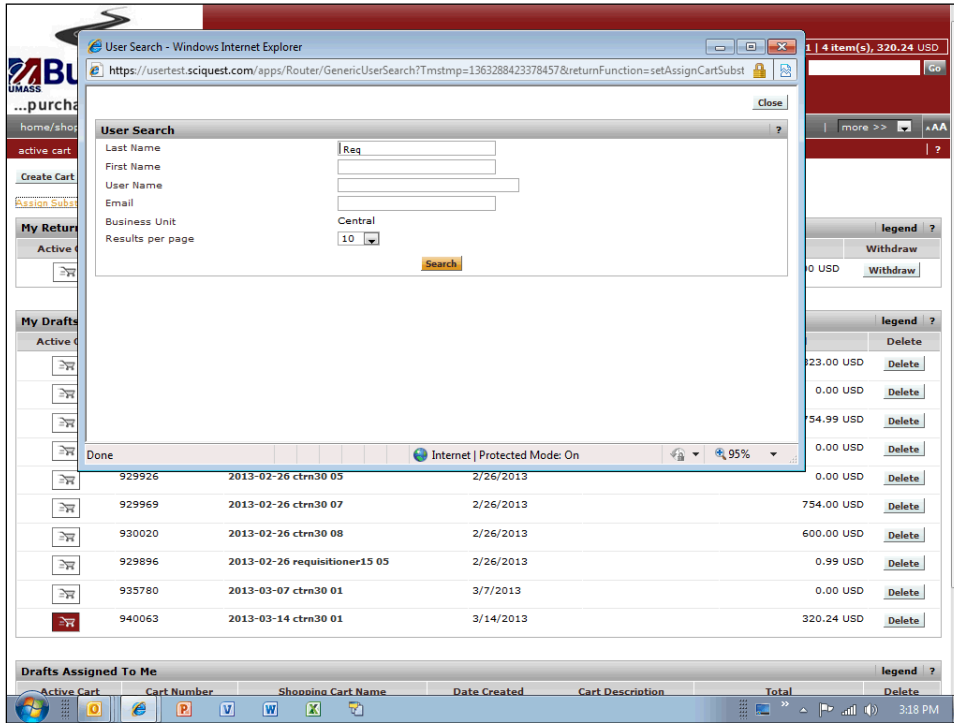
Draft Number	Date	Description	Total
929926	2013-02-26 ctrn30 05		2/26/2013
929969	2013-02-26 ctrn30 07		2/26/2013
930020	2013-02-26 ctrn30 08		2/26/2013
929896	2013-02-26 requisitioner15 05		2/26/2013
935780	2013-03-07 ctrn30 01		3/7/2013
940063	2013-03-14 ctrn30 01		3/14/2013

At the bottom of the page, there is a table titled 'Drafts Assigned To Me' with the following columns: Active Cart, Cart Number, Shopping Cart Name, Date Created, Cart Description, Total, and Delete.

Step	Action
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5. Enter the desired information into the Last Name field.

Enter "Req"



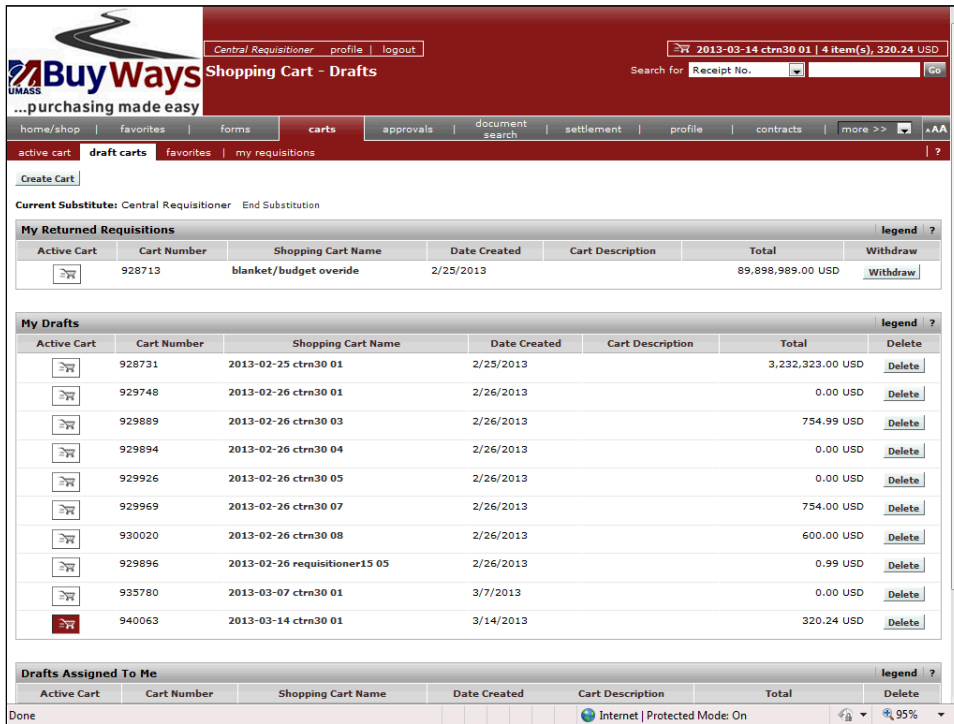
Step	Action
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6. Click the **Search** button.



Step	Action
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7. Click the **select** link.



8. The person you chose is listed by the Current Substitute: field.
 Click [enter] to [continue](#).

Current Substitute: Central Requisitioner

9. To end the substitution, click the **End Substitution** link.

10. The substitute Requisitioner has been removed.

Click the **home/shop** link.

11. Congratulations! You have successfully assigned a substitute Requisitioner.
End of Procedure.