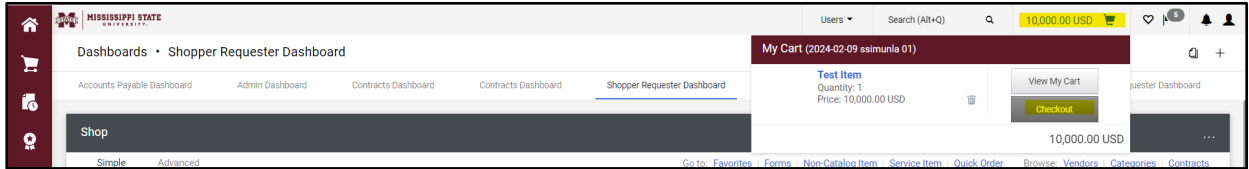




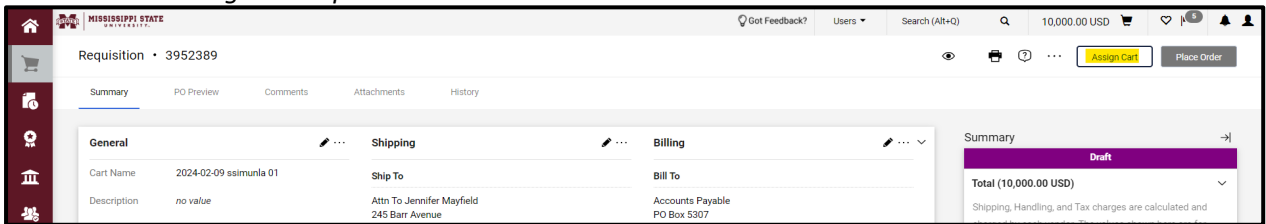
Assigning a cart to another user

The instructions below allow a user to assign a shopping cart to another user to review and/or update and submit for approval. Once assigned, it is the assignee's obligation to submit it for approval, or return it back to the originator for additional adjustments or required information.

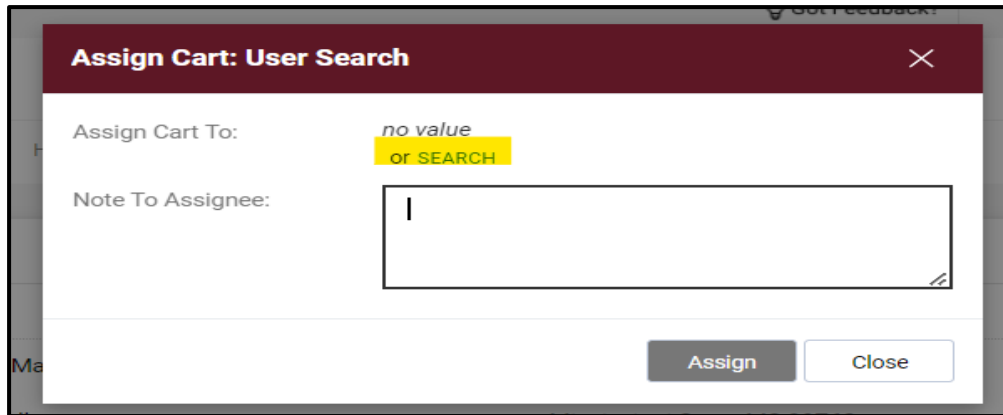
- Click the *Cart Icon*. All active carts are visible in this section. Select *Checkout*.



- Select *Assign Cart* option.



- Select *Search* to begin to search for users that are to receive the cart.





- Enter the information of the user to assign the cart to and select the *Search* button . Once identified, select the '+' sign to select the user.

Name ↑	User Name	Email	Phone	Action
PRSI	PRSI	noreply@msstate.edu		+
Alford, Caleb	CLA152	donotreply@msstate.edu		+
Approver (DO NOT DEACTIVATE), Workflow	wapprover	noreply@msstate.edu		+
Beers, Anna	AED141	donotreply@msstate.edu		+
Bell, Laterra	LMB277	lbell@procurement.msstate.edu	+1 662-325-1825	+
Boyetie, Jennifer	jjo45	jjo45@msstate.edu	+1 662-325-6793	+
Bush, Brooke	BD8469	donotreply@msstate.edu		+
Callahan, Helen	HMC96	hmc96@msstate.edu	+1 662-325-2305	+
Chilveru, Sowjanya	schilveru	schilveru+mso2@jaggaer.com		+
Clark, Mimi	MMC41	donotreply@msstate.edu		+

- Select *Add to Profile* to add the saved user to list of assignees. Add any *additional comments* that will be communicated to the assignee and select the *Assign* button.

Assign Cart: User Search

Assign Cart To: Approver (DO NOT DEACTIVATE), Workflow or [SEARCH](#)

Add to Profile ✓

Note To Assignee:

Assign Close

- The cart will be assigned to the user. In addition, an email notification will be sent to the user once the cart has been assigned.



MISSISSIPPI STATE UNIVERSITY

Users Search (Alt+Q) 0.00 USD

Simple Advanced Go to: [Non-Catalog Item](#) [Service Item](#) [Favorites](#) [Forms](#) [Shop](#) [Quick Order](#) Browse: [Vendors](#) [Categories](#) [Contracts](#)

Search for products, vendors, forms, part number, etc.

Cart Assigned

Requisition Summary		Options
Requisition number	3952389	Create new draft cart
Cart name	2024-02-09 ssmunia 01	Recent orders
Requisition total	10,000.00 USD	Return to your home page
Number of line items	1	