

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.

â	KISSISSIPPI STATE	Users • Search (Alt+Q) Q 10,000.00 USD 💆 🗘	• • •
-	Dashboards • Shopper Requester Dashboard My 0	Cart (2024-02-09 ssimunla 01)	a +
	Accounts Payable Dashboard Admin Dashboard Contracts Dashboard Contracts Dashboard Shopper Requester Dashboard	Test Item View My Cart Juester Da Price: 10,000.00 USD	ishboard
<u>o</u>	Shop	10,000.00 USD	
	Simple Advanced Go to: Favorites Form	ms Non-Catalog Item Service Item Quick Order Browse: Vendors Categories	Contracts

• Select Assign Cart option.

		<u> </u>								
^	MISSISSIPPI STAT	Ε			Or Feedback?	Users 🔻	Search (Alt+Q)	۹	10,000.00 USD 🗎	♡ № 🔺 🖌
	Requisition •	3952389					۲	a ()	Assign Cart	Place Order
6	Summary	PO Preview Comments	Attachments History							
9	General	ø	Shipping	ø	Billing	ø.		Summary	Draft	÷
血	Cart Name	2024-02-09 ssimunla 01	Ship To		Bill To			Total (10,000	.00 USD)	~
봚	Description	no value	Attn To Jennifer Mayfield 245 Barr Avenue		Accounts Payable PO Box 5307			Shipping, Hand	dling, and Tax charges are c	alculated and

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

		A por Leenpark:			
	Assign Cart: User Se	×			
F	Assign Cart To:	no value or SEARCH			
	Note To Assignee:	1	1.		
Ma			Assign Close		



• 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.

User Search	×	User Search				×
д Last Name 🌒	1	New Search				
		Page 1 of 5 1-10 of 49 Results				10 Per Page 👻
First Name 🛛 🕤		Name 1	User Name	Email	Phone	Action
Liese News		PRS1	PRS1	noreply@msstate.edu		+
la		Alford, Caleb	CLA152	donotreply@msstate.edu		+
Email 🕕		Approver (DO NOT DEACTIVATE), Workflow	wapprover	noreply@msstate.edu		+
Business 0	Business Unit Name	Beers, Anna	AED141	donotreply@msstate.edu		+
Unit		Bell, Laterra	LMB277	Ibeli@procurement.msstate.edu	+1 662-325-1825	+
Department 📀	~	Boyette, Jennifer	jic45	jlo45@msstate.edu	+1 662-325-8793	+
		Bush, Brooke	BDB469	donotreply@msstate.edu		+
Role 🕕	~	Callahan, Helen	HMC96	hmc96@msstate.edu	+1 662-325-2305	+
Results Per Page	10 🗸	Chilveru, Sowjanya	schilveru	schilveru+msu2@jaggaer.com		+
		Clark, Mimi	MMC41	danotreply@msstate.edu		+
	Search Close					Close

• 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 S	ssign Cart: User Search					
Assign Cart To:	Approver (DO NOT DEACTIVATE), Workflow or SEARCH					
Add to Profile	\checkmark					
Note To Assignee:	Add your comments	11				
ι Ν	Assign	ose				

• 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.



