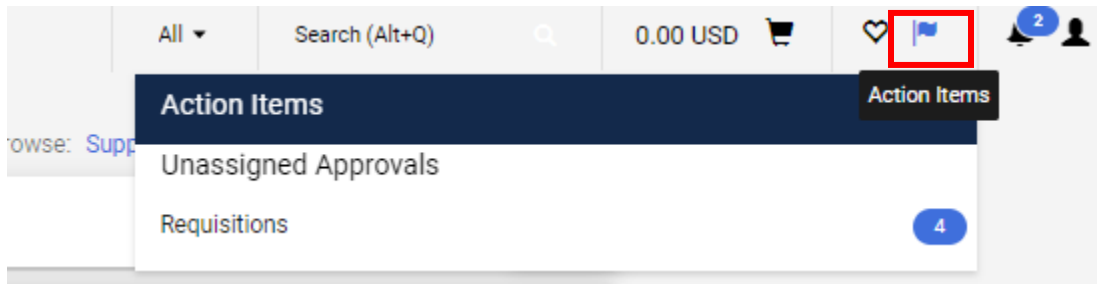


Requestor Role- Return Cart or Place order

Once the cart has been assigned, the requestor can 'Place the order' or 'Return the cart' if necessary, changes need to be made.

You will receive an email (See **Turning off email notifications instructions**) when a cart has been assigned to you by someone else. If you do not receive an email notification, you can also search for any carts that may be assigned to you (See **Assigned Carts instructions**).

1. Any carts assigned to you will be listed under Action Items. Click Action Items



You will also get an email stating that a cart has been assigned to you and you can view it in your draft carts.

Close | Previous Next

A shopping cart has been assigned to you

TO: Allysa Robinson



SPARTANMART

Re: A shopping cart has been assigned to you
Cart Name: 2023-10-20 AWBIRCHE 01
Cart Number: 178417612
Prepared by: Allysa Robinson

Dear Allysa Robinson

A shopping cart has been assigned to you by Allysa Robinson (awbirche@uncg.edu). The shopping cart can be accessed for review in "Draft Carts" or by selecting the URL below.

<https://solutions.sciquest.com/apps/Router/ViewAssignedCarts?AuthUser=5653972&ParamAction=View&CartId=178417612&tmstamp=1697811109603>

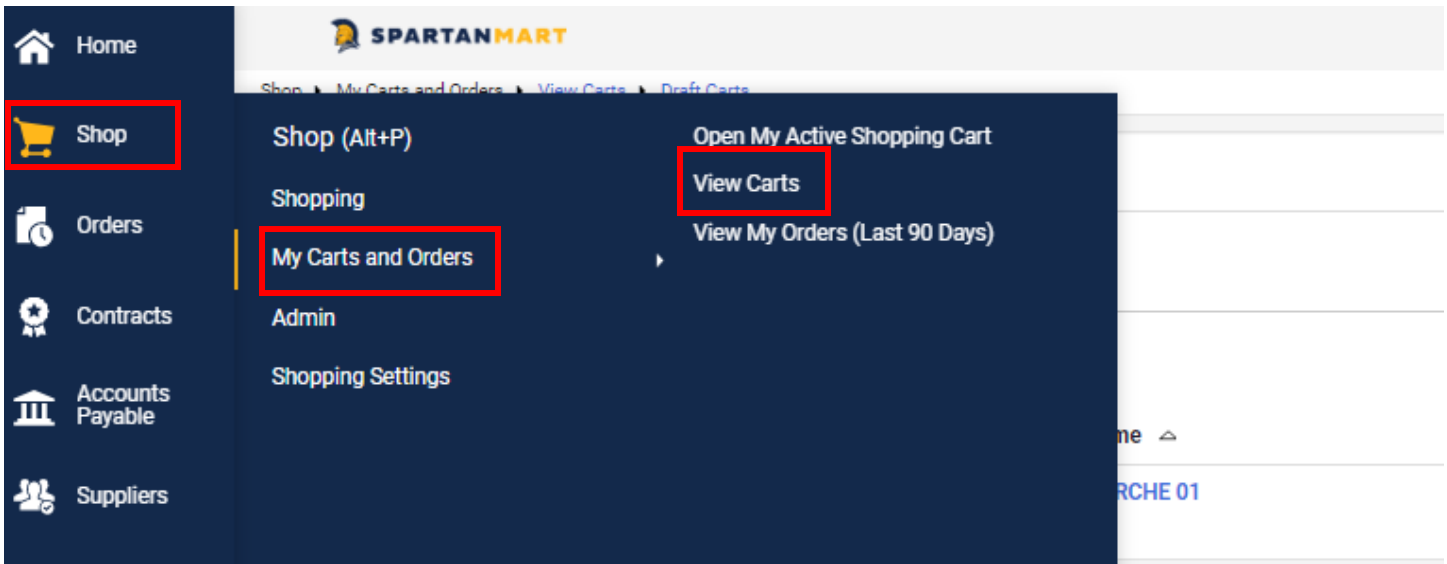
If applicable, the user has submitted the following additional comments:

If you have any questions with regard to this shopping cart, please contact your Support Team.

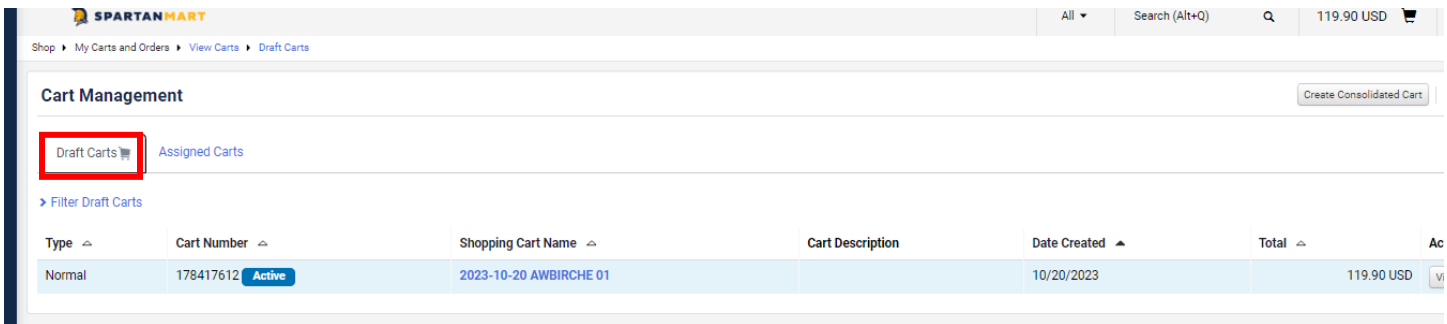
Support Team Contact Information:
+1 336-334-4673 eMarket@uncg.edu

Thank you,
UNC Greensboro

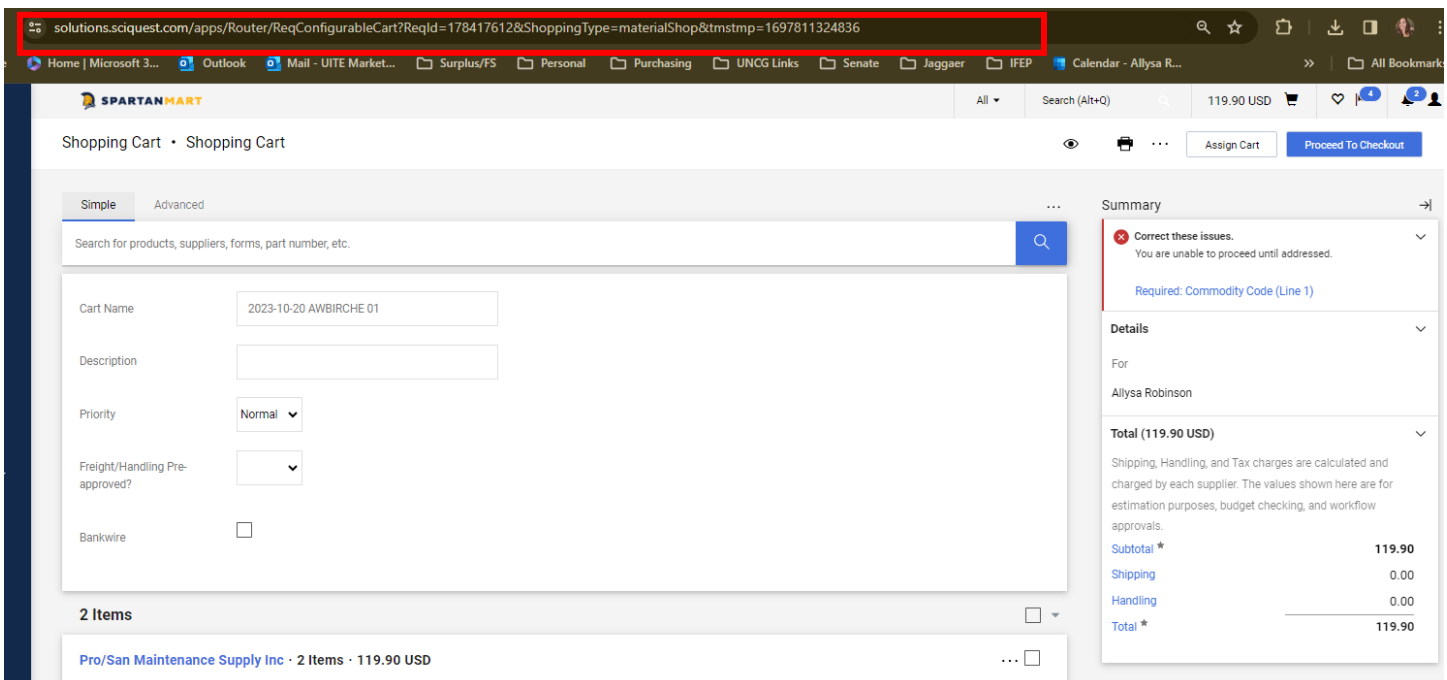
View Draft Carts: Click Shop Icon on the left, Click My carts and Orders, Click View Carts



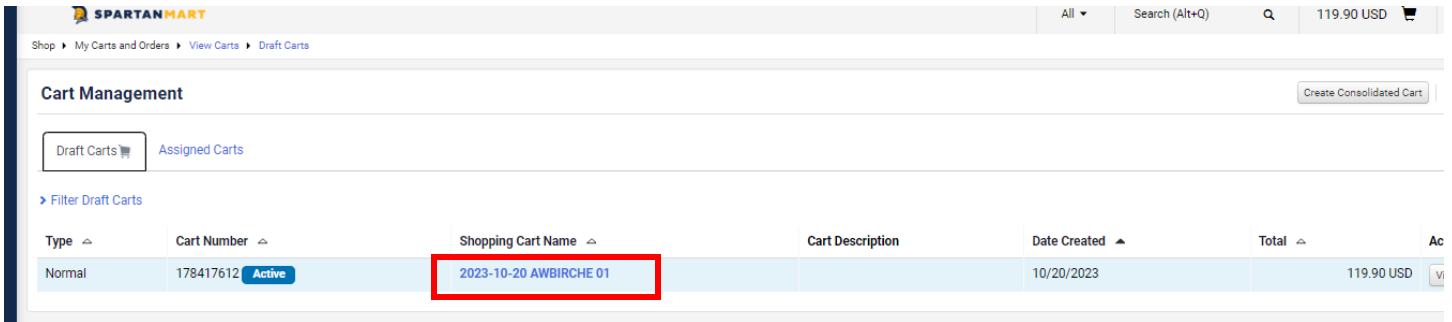
If the Cart was assigned to you, it becomes your draft cart:



Or Copy and paste this URL into your browser and it will take you directly to the cart.



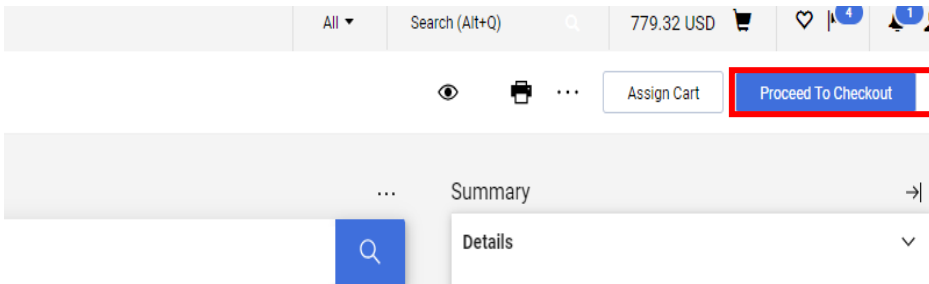
2. Click on the Cart you would like to review



The screenshot shows the 'Cart Management' page in SpartanMart. At the top, there is a navigation bar with 'SPARTANMART' logo, a search bar, and a total amount of 119.90 USD. Below the navigation bar, there are tabs for 'Draft Carts' and 'Assigned Carts'. A table titled 'Filter Draft Carts' contains the following data:

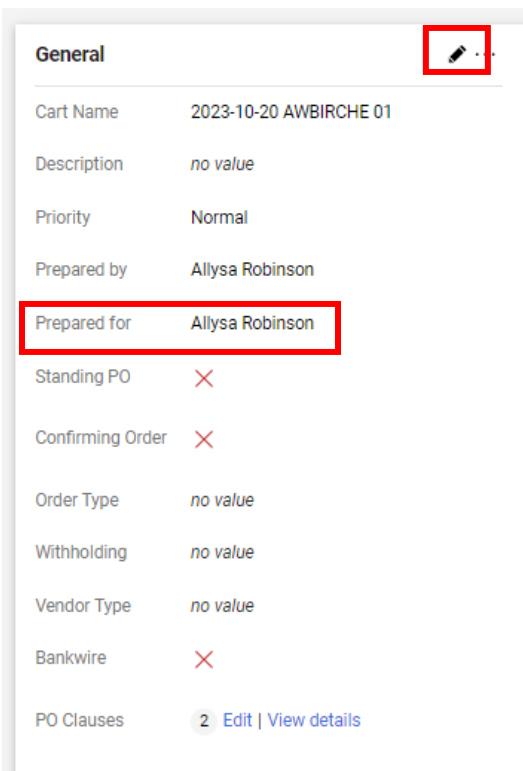
Type	Cart Number	Shopping Cart Name	Cart Description	Date Created	Total	Ac
Normal	178417612 Active	2023-10-20 AWBIRCHE 01		10/20/2023	119.90 USD	

3. Since you are the one with access to the funds, the Prepared for must be changed to your name or the requisition **will fail**. Click Proceed to Checkout



The screenshot shows the cart management interface with a total amount of 779.32 USD. A 'Proceed To Checkout' button is highlighted with a red box. Below the cart list, there are tabs for 'Summary' and 'Details'.

Click the pencil button in the General section. (If the person who created the cart also has maintenance access to the fund being used for the order, the requisition will pass Banner Budget Authorization.)



The screenshot shows the 'General' section of the cart management interface. A pencil icon is highlighted with a red box. The 'Prepared for' field is also highlighted with a red box and contains the name 'Allysa Robinson'.

Field	Value
Cart Name	2023-10-20 AWBIRCHE 01
Description	no value
Priority	Normal
Prepared by	Allysa Robinson
Prepared for	Allysa Robinson
Standing PO	×
Confirming Order	×
Order Type	no value
Withholding	no value
Vendor Type	no value
Bankwire	×
PO Clauses	2 Edit View details

If the Prepared for name already has you listed you do not need to search for your name. Click the blue Magnify glass to Search for your name: Click save once you have selected your name.

The image shows two overlapping pop-up windows. The 'Edit General' window on the left has a 'Prepared for' field containing 'Allysa Robinson' with a magnifying glass icon. The 'User Search' window on the right has an 'Email' field highlighted with a red box and a 'Search' button at the bottom right, also highlighted with a red box.

Make any necessary changes to the draft requisition just as you would any other order and then click **Place Order** (See **Ordering instructions**).

If you need to return the cart to the shopper for any reason (ex.: items should be ordered from state contract vendor, not enough funds available for the purchase, etc.) or if you need to assign the cart to someone else, you can do so by using the **Assign Cart** feature.

1. Click **Assign Cart**

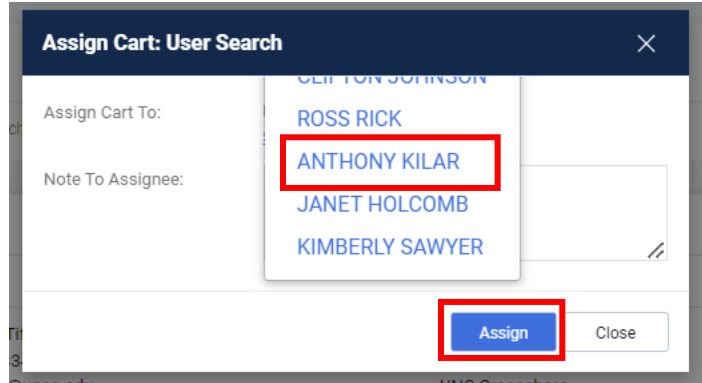
The image shows a toolbar with a search bar, a total amount of 779.32 USD, and icons for cart, heart, and notifications. The 'Assign Cart' button is highlighted with a red box.

2. You have 3 options:

- a. (1) Pop up will appear, Click 'Search' or Select if you already have assigned cart people on your profile.

The image shows a pop-up window titled 'Assign Cart: User Search'. It has a field 'Assign Cart To:' with the name 'Kimberly Sawyer' and a dropdown menu with 'SELECT' and 'SEARCH' options. Below it is a 'Note To Assignee:' text area. The 'Assign' button at the bottom is highlighted with a red box.

- b. If you have people on your profile to assign your cart to Click' Select' Then click that person's name then click 'Assign'. Optional Note section if you need to use it.



3. This is what the Search box looks like. Its pretty easy to search by last name or email address. You have to click the + sign to select them.

Name ↑	User Name	Email	Phone	Action
Robinson, Allysa	AWBIRCHE	awbirche@uncg.edu	+1 336-334-5997	+

Click box 'Add to Profile' to use that person in the future. Add a note if you want to let the person know why you are returning the cart to them. Then Click 'Assign'.

The shopper/assignee will receive an email notification with your notes and the notes will also be saved in the Comments section of the requisition.

Comment could be: *These Items are on a state contract and need to be ordered from the state contracted vendor.*

4. You will get a confirmation that your cart was Assigned to someone to process.

The screenshot shows a web application interface with a search bar at the top. Below the search bar, a green banner displays a checkmark and the text 'Cart Assigned'. Underneath, there are two columns: 'Requisition Summary' and 'Options'. The 'Requisition Summary' table lists the requisition number (178406678), cart name (2023-10-19 AWBIRCHE 01), requisition total (779.32 USD), and number of line items (2). The 'Options' column contains links for 'Create new draft cart', 'Recent orders', and 'Return to your home page'.

Requisition Summary		Options
Requisition number	178406678	Create new draft cart
Cart name	2023-10-19 AWBIRCHE 01	Recent orders
Requisition total	779.32 USD	Return to your home page
Number of line items	2	

As long as that person has notifications turned on for assigned carts they should get a notification or an email from SpartanMart letting them know that they have a cart that has been Assigned to them.

They will need to correct the items you are wanting them to correct and then reassign it to you. Then you will begin this process over again to place the order.