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.

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.scQuest.com/apps/Router/ViewAssignedCarts?
AuthUser=5653972&ParamAction=View&CartId=178417612&tmstmp=1697811109803

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

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

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.)
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.

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**

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.
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.

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.

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.