Once you have edited and reviewed your cart, it is ready for completion. You can either select **Submit Req** or **Assign Cart**. Submitting the requisition will begin the PR workflow processes. These workflow steps are discussed in detail in the TechBuy Basics chapter. If you assign the cart, you are relinquishing your ability to submit. The user who receives the assigned cart will need to submit the requisition.
Submitting the Requisition

Once your cart is complete and accurate, select **Submit Req.**

You will receive a message that your requisition has been submitted.

You may want to take note of the requisition number. We suggest using the requisition number when searching History.
Assigning the Cart

A user may choose to assign their cart to another individual for review and/or submission. Prior to assigning the cart, please verify that the assignee has Banner fund authority for the funds used on the order. Select **Assign Cart**.

The Assign Cart window will appear. Select **Search for an Assignee**.
Type the last name of the desired assignee and click **Search**.

Select the radio button to the left of the appropriate name, and click the **Choose Selected User** button.

Type a note as required and click the **Assign** button.
Completing the Requisition

You and the Assignee will receive an email notification that your cart has been assigned.

Emails will be sent at regularly scheduled intervals as a reminder there are carts that have not been processed and require attention. The email reminders are based on the date the draft cart is assigned to the user. The initial reminder email will be sent three days after the cart assignment. Repeat email reminders will be sent daily until action is taken and the cart is processed. A link is provided in the email for the user to access TechBuy and view the assigned carts.

Click the link: **Click here to view the shopping carts assigned to you in your organization’s site**
Once the cart has been assigned, it can be viewed from your Draft Carts until the assignee has submitted the requisition. After the cart is submitted by the assignee, it can be viewed using Document Search.

Click [link to TechBuy to view carts]

List of assigned carts that have not been submitted
The assigner retains the option to unassign the cart unless the assignee has submitted the order. To unassign the cart, select the **Unassign** icon to the right of the appropriate cart from the Draft Carts tab.

The cart will open and you will again maintain control of the cart.

### Returning an Assigned Cart

Occasionally, a requisitioner will have a cart assigned to them by mistake or the requisitioner may want the shopper to provide additional information or select a different account code. The requisitioner can return the cart back to the shopper to allow the shopper to make any corrections to the cart or assign the cart to the appropriate person.

To return a cart back to the shopper, select the **Return Cart** button.

You will be presented with a Return Cart window that will allow you to enter a reason why the cart is being returned and then select **Return**.
You will receive a message that the cart has been returned.

The returned cart will now appear in the My Drafts list in the draft carts page of the shopper. The cart will be marked with a Returned Cart icon.

An email will also be sent to the shopper. The reason for the return will show from the note that was attached during the return and a link is provided in the email that will take the shopper to the draft carts page to modify the cart.
Submitting an Assigned Cart

If a user has assigned a cart for your review, you should receive an email notification. If you do not receive an email notification, you will need to have your email permissions in your profile adjusted. Please review the TechBuy User Profile chapter for additional information.

You can locate the carts assigned to you from your Draft Carts.
Select the name of the assigned cart to open the order.

The cart will open and allow you to edit and / or submit the requisition.

**NOTE:** When you review the cart, you need to edit the Prepared For field and make it yourself. TechBuy sends the name of the person in the Prepared For field to Banner to check for fund security. For additional information about reviewing the cart, please review the Review the Cart chapter.

Once you have reviewed the cart and entered yourself in the Prepared For field, follow the steps above to submit the requisition.