



Once you have edited and reviewed your cart, it is ready for completion. Select either **Submit Req** or **Assign Cart**. Submitting the requisition begins the PR workflow processes. These workflow steps are discussed in the TechBuy Basics document. 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.

**Requisition : 141245971**

Summary | PO Preview | Comments | Attachments | History

General	Shipping	Billing
<b>Cart Name</b> 2021-02-26 SBM388 01	<b>Ship To</b> Contact Name Thi Bui Phone +1 806-743-7841 Email thi.bui@ttuhsc.edu Tx Tech Univ HSC 3601 4TH ST Rm/STOP 200a LUBBOCK, TX 79430 United States	<b>Bill To</b> TTUHSC Payables Box 5970
<b>Description</b> no value		<b>Accounting Date</b> 3/1/2021
<b>Priority</b> Normal		
<b>Prepared by</b> Thi Bui		
<b>Prepared for</b> Thi Bui	<b>Cardinal Account Code</b>	
<b>Principal Investigator</b> no value	Medical/Surgical Supplier Account Code no value	

**Draft (returned)**

Total (3.00 USD)  
Subtotal 3.00  
3.00

**Submit Req**  
**Assign Cart**

**What's next for my order?**

Next Step Banner FOAPAL Approval

Approvers Ensminger, Michelle  
Haynes, John  
Olbeter, Shawn

## Submitting the Requisition

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

**Requisition : 141245971**

Summary | PO Preview | Comments | Attachments | History

General	Shipping	Billing
<b>Cart Name</b> 2021-02-26 SBM388 01	<b>Ship To</b> Contact Name Thi Bui Phone +1 806-743-7841 Email thi.bui@ttuhsc.edu Tx Tech Univ HSC 3601 4TH ST Rm/STOP 200a LUBBOCK, TX 79430 United States	<b>Bill To</b> TTUHSC Payables Box 5970
<b>Description</b> no value		<b>Accounting Date</b> 3/1/2021
<b>Priority</b> Normal		
<b>Prepared by</b> Thi Bui		
<b>Prepared for</b> Thi Bui	<b>Cardinal Account Code</b>	
<b>Principal Investigator</b> no value	Medical/Surgical Supplier Account Code no value	

**Draft (returned)**

Total (3.00 USD)  
Subtotal 3.00  
3.00

**Submit Req**  
**Assign Cart**

**What's next for my order?**

Next Step Banner FOAPAL Approval

Approvers Ensminger, Michelle  
Haynes, John  
Olbeter, Shawn

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

# TechBuy – Completing the Requisition

✔ Requisition 141245971 Submitted

Summary

Requisition Number141245971

Requisition statusPending

Cart name2021-02-26 SBM388 01

Requisition date3/4/2021

Requisition total3.00 USD

Number of line items2

Options

[Print](#)

[Recent orders](#)

[Return to your home page](#)

Make 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, verify the assignee has Banner fund authority for the fund(s) used on the order. Select **Assign Cart**.

TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER

AllSearch (Alt+Q)3.00 USD

Requisition : 141245971

SummaryPO PreviewCommentsAttachmentsHistory

General

Cart Name2021-02-26 SBM388 01

Descriptionno value

PriorityNormal

Prepared byThi Bui

Prepared forThi Bui

Principal Investigatorno value

Shipping

Ship To

Contact Name Thi Bui  
Phone +1 806-743-7841  
Email thi.bui@ttuhsc.edu  
Tx Tech Univ HSC  
3601 4TH ST  
Rm/STOP 200a  
LUBBOCK, TX 79430  
United States

Cardinal Account Code

Medical/Surgical Supplier  
Account Code  
no value

Billing

Bill To

TTUHSC Payables  
Box 5970  
Lubbock, TX 79408

3/17/2021

Select Assign Cart

Draft (returned)

Total (3.00 USD)

Subtotal3.00

3.00

Submit Req

Assign Cart

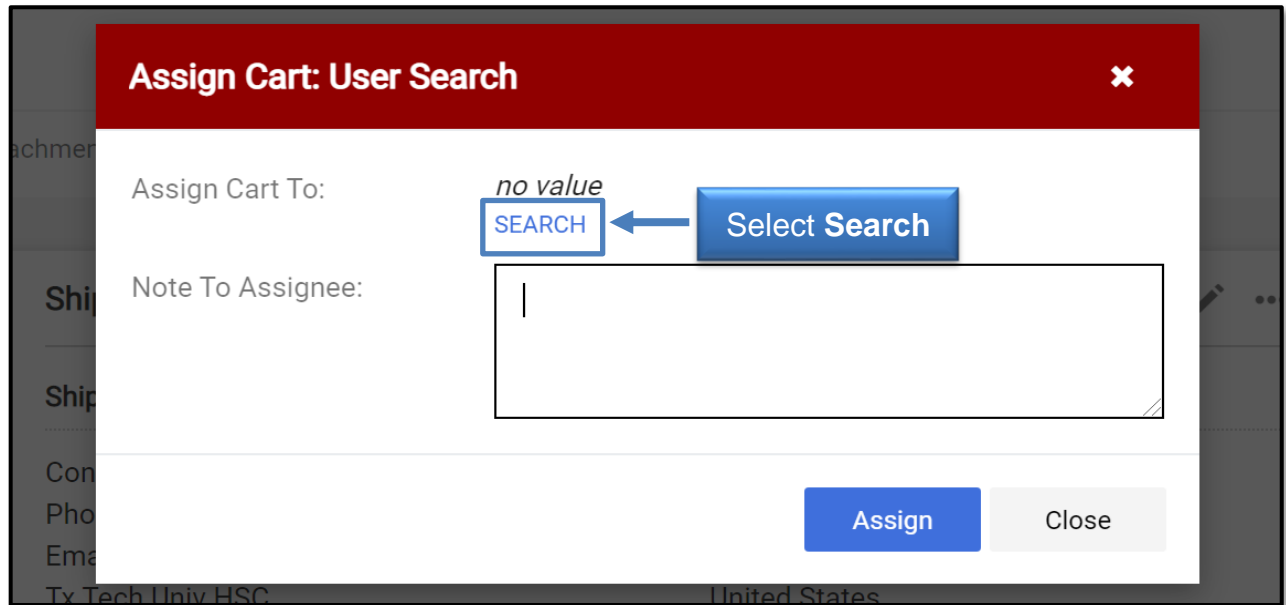
What's next for my order?

Next StepBanner FOAPAL Approval

ApproversEnsminger, Michelle  
Haynes, John  
Olbeter, Shawn

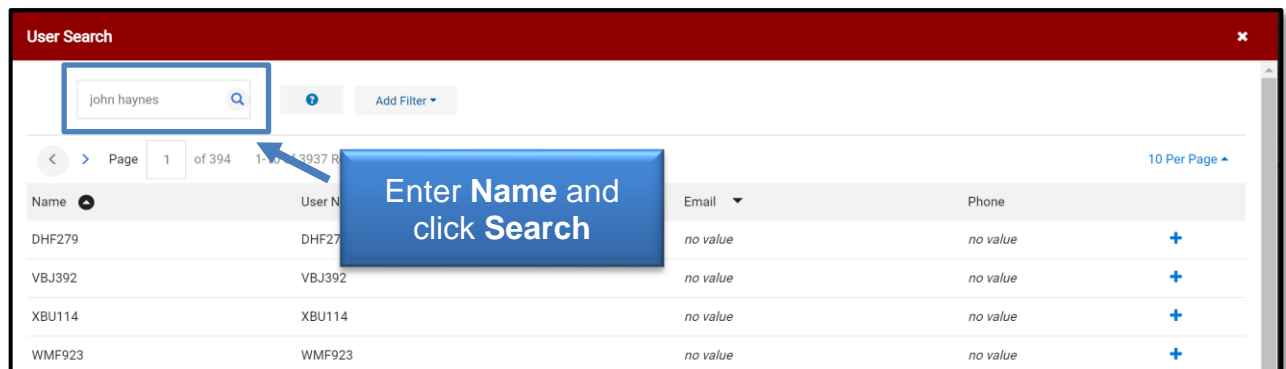
# TechBuy – Completing the Requisition

The Assign Cart To: User Search window will appear. Select **Search**.



The "Assign Cart: User Search" window is displayed. It has a red header with the title and a close button. The main area contains a label "Assign Cart To:" followed by a text input field containing "no value" and a blue "SEARCH" button. To the right of the input field is a blue button labeled "Select Search". Below this is a label "Note To Assignee:" followed by a large text area. At the bottom right are two buttons: "Assign" (blue) and "Close" (grey).

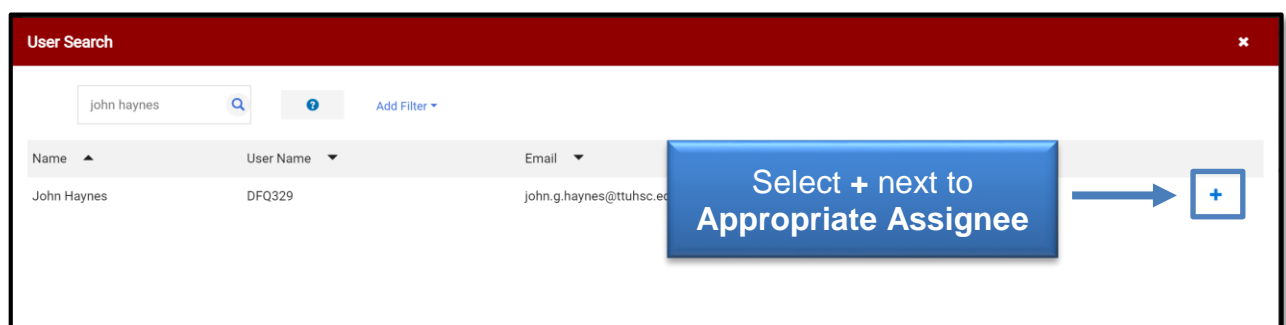
Type the first and last name of the desired assignee, and click **Search** (Magnifying Glass).



The "User Search" window is displayed. It has a red header with the title and a close button. The main area contains a search bar with the text "john haynes" and a magnifying glass icon. To the right of the search bar is a blue button labeled "Search". Below the search bar is a table with columns: Name, User Name, Email, and Phone. The table contains five rows of data. A blue callout box with the text "Enter Name and click Search" points to the search bar.

Name	User Name	Email	Phone
DHF279	DHF279	no value	no value
VBJ392	VBJ392	no value	no value
XBU114	XBU114	no value	no value
WMF923	WMF923	no value	no value

Select the **+** to the right of the appropriate name.



The "User Search" window is displayed. It has a red header with the title and a close button. The main area contains a search bar with the text "john haynes" and a magnifying glass icon. To the right of the search bar is a blue button labeled "Search". Below the search bar is a table with columns: Name, User Name, and Email. The table contains one row of data. A blue callout box with the text "Select + next to Appropriate Assignee" points to a blue button with a "+" sign.

Name	User Name	Email
John Haynes	DFQ329	john.g.haynes@ttuhsc.edu

## TechBuy – Completing the Requisition

Enter a **Note To Assignee**, as required, and click the **Assign** button.

### Assign Cart: User Search

Assign Cart To:

John Haynes  
[SEARCH](#)

Add to Profile

☐

Note To Assignee:

Enter Note To Assignee

Please review order and submit. Thank you!

Click Assign

→

Assign

Close

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

### ✔ Cart Assigned

Requisition Summary	Options
Requisition number 141245971	<a href="#">Create new draft cart</a>
Cart name 2021-02-26 SBM388 01	<a href="#">Recent orders</a>
Requisition total 3.00 USD	<a href="#">Return to your home page</a>
Number of line items 2	

Emails are sent at regularly scheduled intervals as a reminder about 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 email reminder 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. The email provides a link for the user to access TechBuy and view the assigned cart(s).

# TechBuy – Completing the Requisition



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER

Re: A shopping cart has been assigned to you

Cart Name: 2021-02-26 SBM388 01

Cart Number: 141245971

Prepared for: Thi Bui (Business Unit: Texas Tech University Health Sciences Center;  
Department: HSC-PURCHASING - LUBBOCK)

Prepared by: John Haynes

Dear Thi Bui

A Cart has been assigned to John Haynes ([john.g.haynes@ttuhsc.edu](mailto:john.g.haynes@ttuhsc.edu)) from Thi Bui ([thi.bui@ttuhsc.edu](mailto:thi.bui@ttuhsc.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=4482814&ParamAction=View&CartId=141245971&tmstmp=1614892792244>

If applicable, the user has submitted the following addition

Click link to view cart  
in TechBuy

Please review order and submit. Thank you!

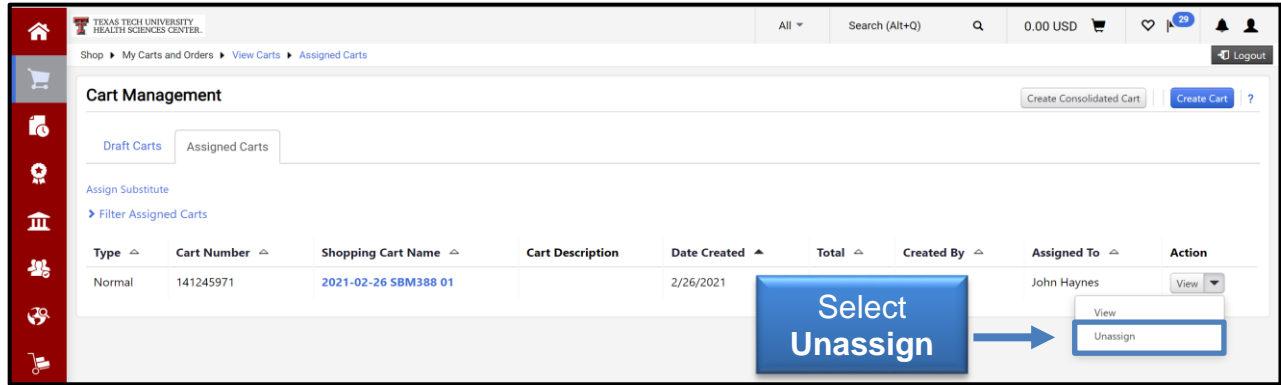
Once the cart has been assigned, it can be viewed from your Assigned Carts until the assignee has submitted the requisition. After the cart is submitted by the assignee, it can be viewed using Document Search.

The screenshot shows the 'Cart Management' section of the TechBuy interface. A blue callout box points to the 'Assigned Carts' tab, stating: 'List of assigned carts that have not been submitted'. Below this, a table lists the assigned carts.

Type	Cart Number	Shopping Cart Name	Cart Description	Date Created	Total	Created By	Assigned To	Action
Normal	141245971	2021-02-26 SBM388 01		2/26/2021	3.00 USD	Thi Bui	John Haynes	View

The assigner retains the option to unassign the cart unless the assignee has submitted the order. To unassign the cart, select **Unassign** from the Action drop-down menu.

# TechBuy – Completing the Requisition

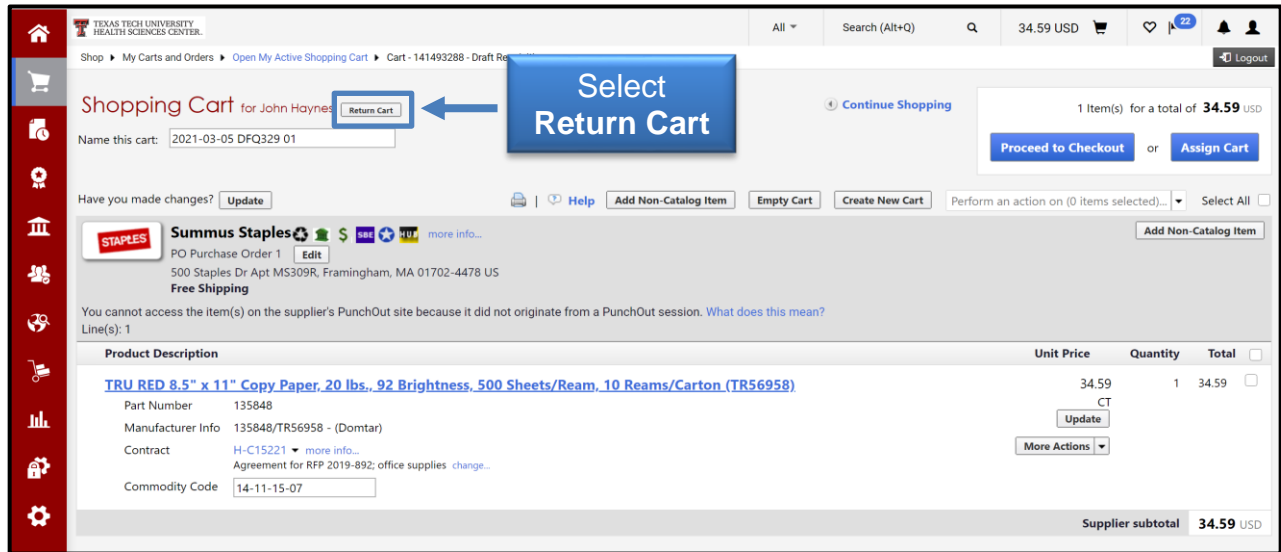


The cart will open and you will again maintain control of the cart.

## Returning an Assigned Cart

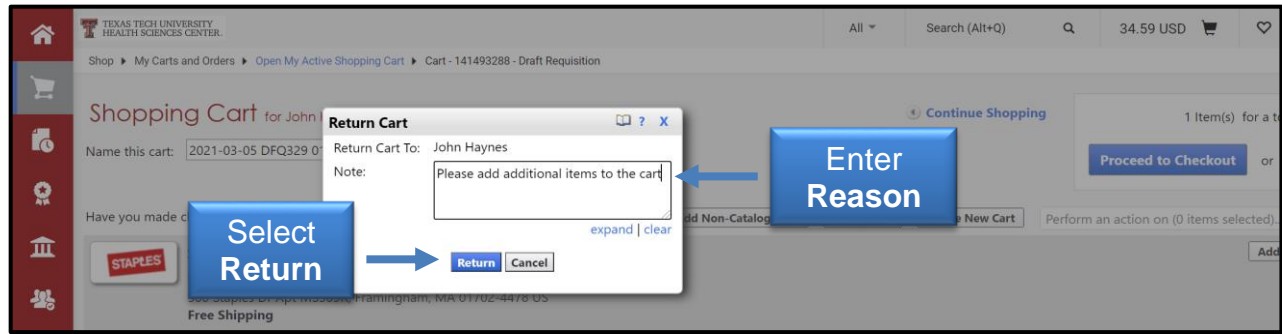
Occasionally, a requisitioner will have a cart assigned to them by mistake or the requisitioner may want the shopper to provide additional information or select a different account code. The requisitioner can return the cart to the shopper to allow the shopper to make any corrections to the cart or assign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

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

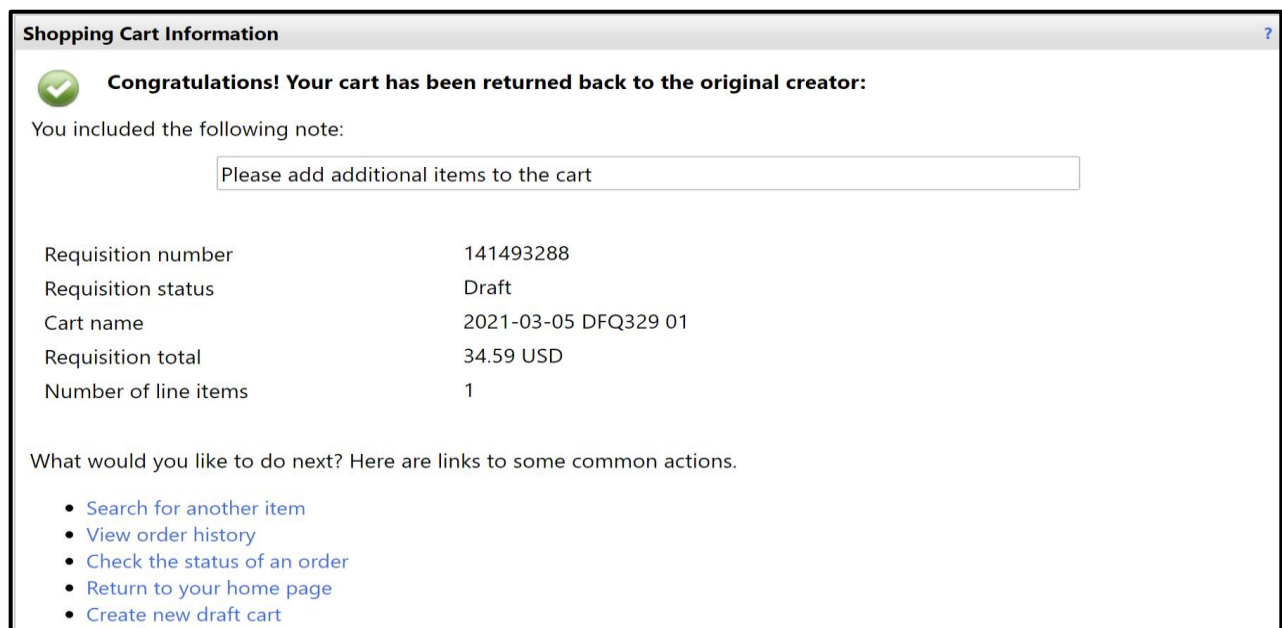


You will be presented with a Return Cart window that will allow you to enter a reason why the cart is being returned and then select **Return**.

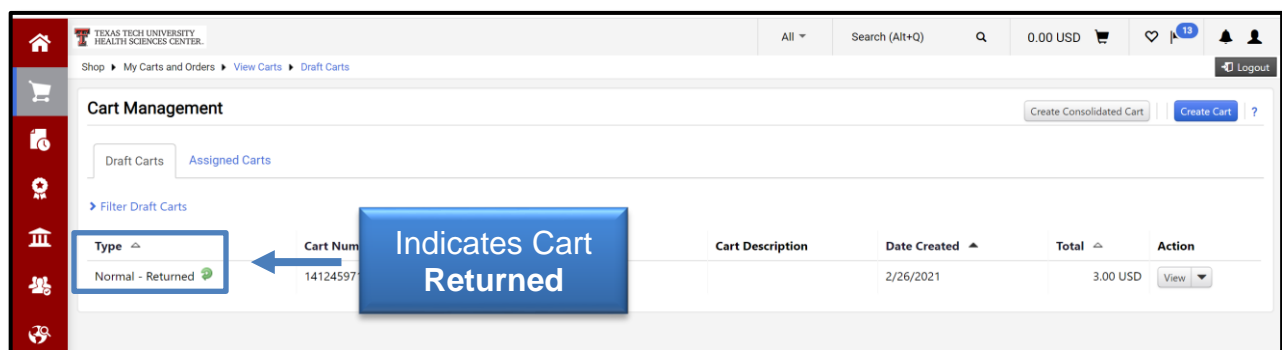
# TechBuy – Completing the Requisition



You will receive a message that the cart has been returned.




The returned cart will now appear in Cart Management under Draft Carts. The Type of cart will indicate it has been Returned.



## TechBuy – Completing the Requisition

An email will also be sent to the shopper. The email will include the reason for the return from the note that was attached during the return. A View Carts link is also provided in the email that will take the shopper to the Draft Carts page to modify the cart.

 **TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER.**

Re: Cart Returned For Cart #: 141517557

Cart Name: 2021-03-05 CHC269 01

Prepared for: Aaliyah Thompson

Prepared by: Aaliyah Thompson

Returned by: Thi Bui

Dear Aaliyah Thompson,

To modify the cart go to the "Draft Carts", page using the URL below.

[View Carts](#) ← [Click View Carts link](#)

\*\*\*\*\*

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

### 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 modify your email permissions in your profile. Review the TechBuy User Profile document for additional information.

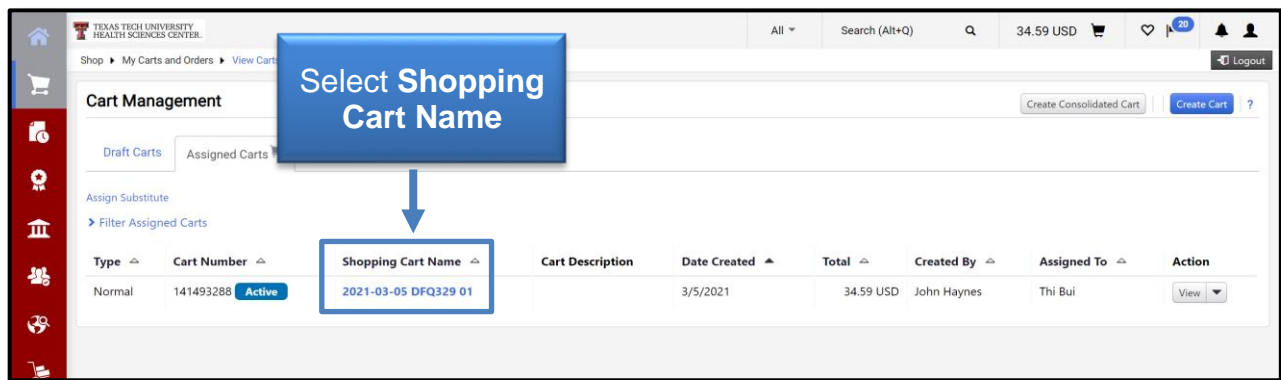
You can locate carts assigned to you under the Assigned Carts tab of Cart Management.



# TechBuy – Completing the Requisition



Select the **Shopping Cart 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, change the Prepared For field to your name. 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 document.

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