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.

Submitting the Requisition

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

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

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.**

The Assign Cart To: User Search window will appear. Select **Search**.
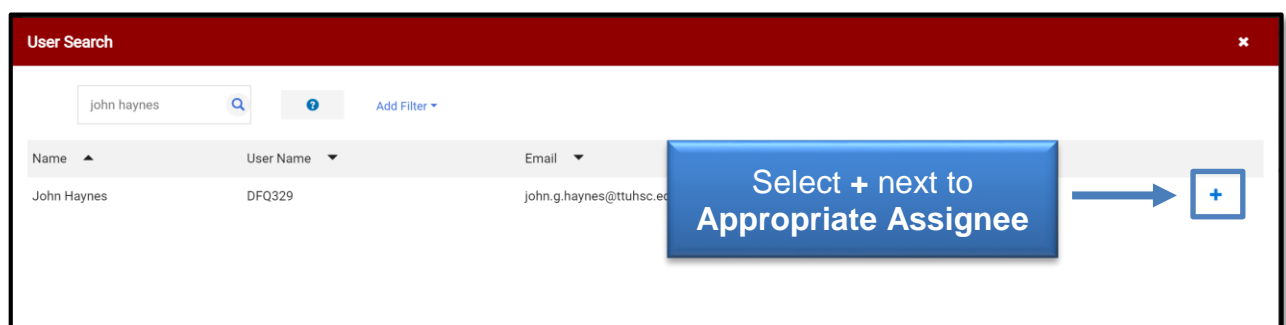
Type the first and last name of the desired assignee, and click **Search** (Magnifying Glass).

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

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

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

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).

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) from Thi Bui
(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 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.
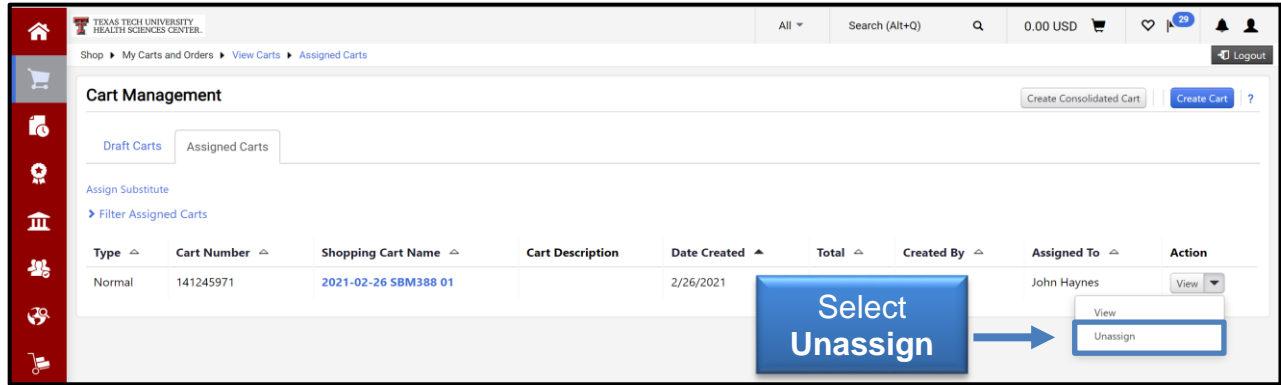
The cart will open and you will again maintain control of the cart.

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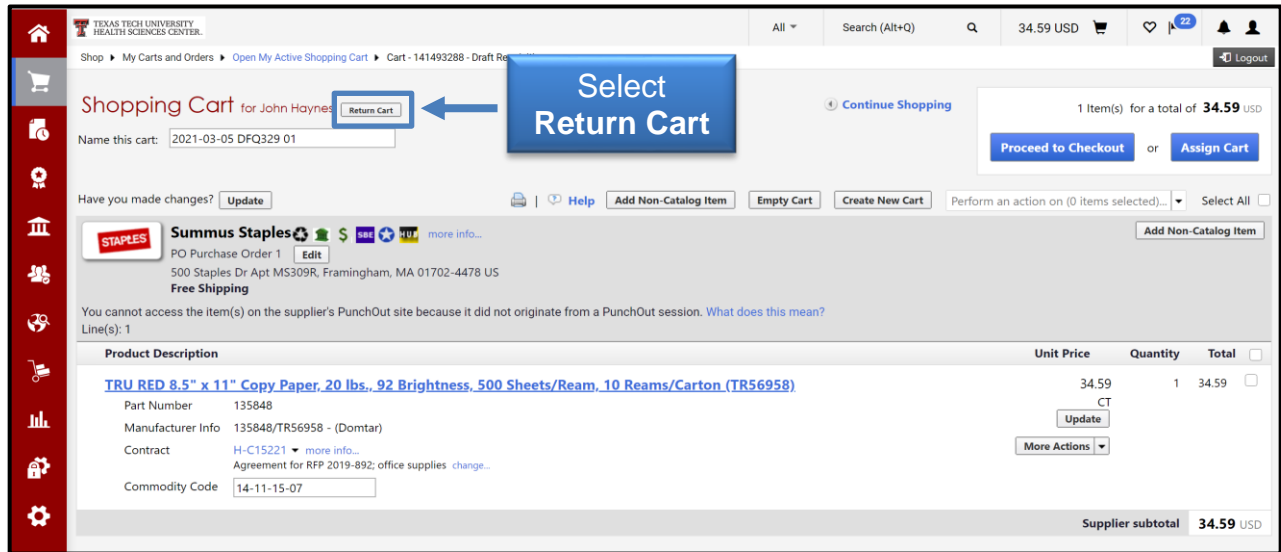
You will be presented with a Return Cart window that will allow you to enter a reason why the cart is being returned and then select **Return**.
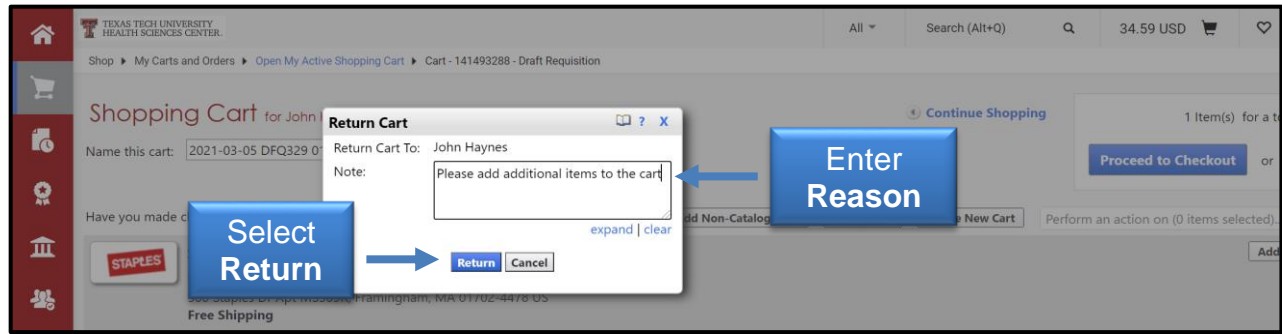
You will receive a message that the cart has been returned.

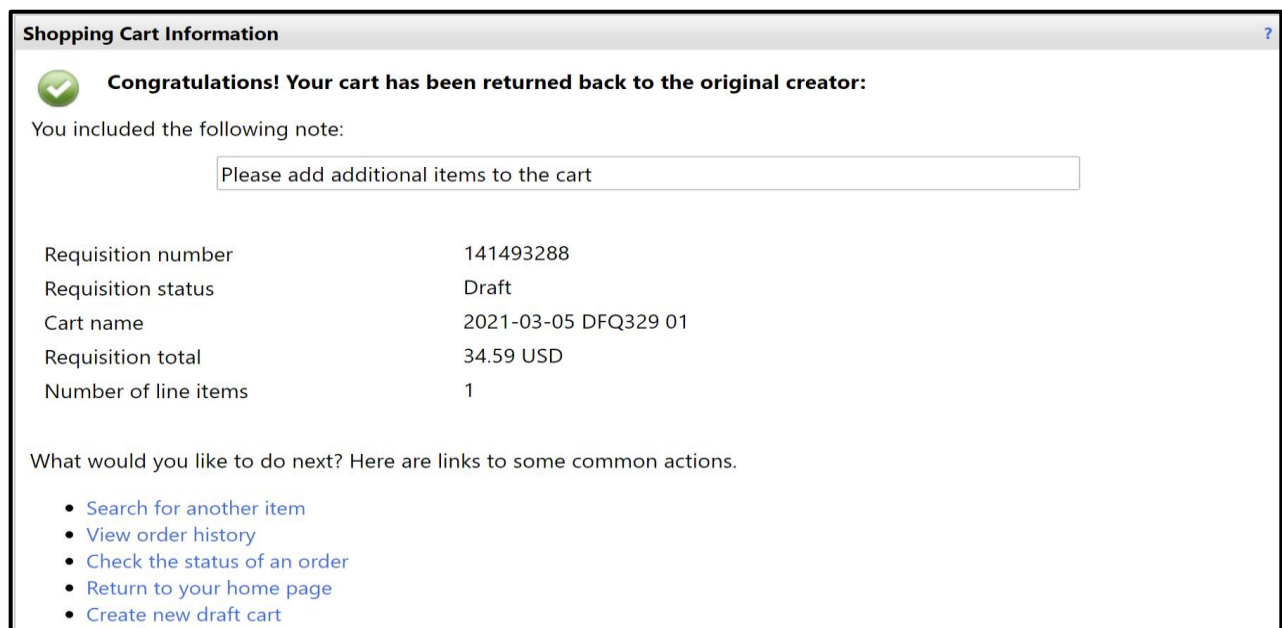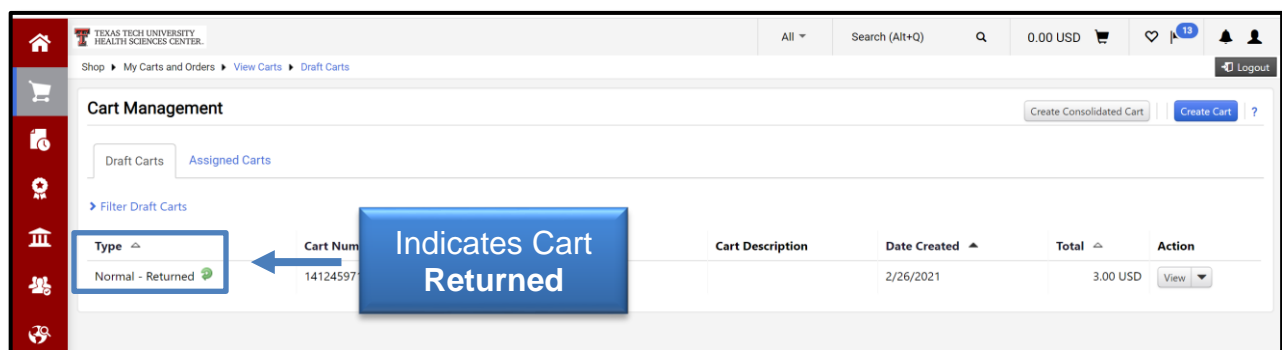The returned cart will now appear in Cart Management under Draft Carts. The Type of cart will indicate it has been Returned.

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.

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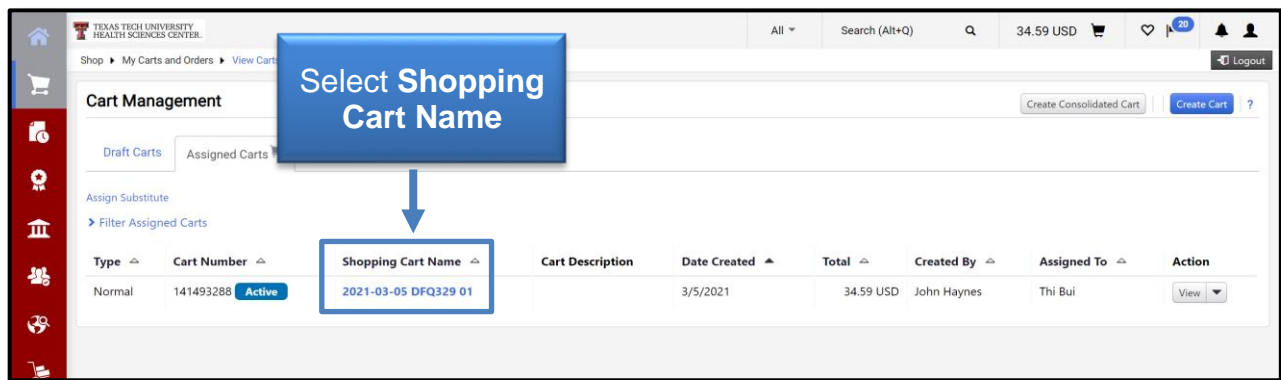
You can locate carts assigned to you under the Assigned Carts tab of Cart Management.

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.