## **Assigning Substitute Requestors**

1. Using your side navigation bar, go to Shop -> My Carts and Orders -> View Carts.

ñ	Home	© UMBC TEST SITE		
X	Shop	Shop (Alt+P)	Open My Active Shopping Cart	
ŕ	Orders	Shopping	View My Orders (Last 90 Days)	
		My Carts and Orders	VIEW MY OTUEIS (Last 50 Days)	
<b>Q</b>	Contracts	Admin		
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		Software Purchase		N
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		Request New Supplier		С

2. Select the Assigned Carts tab and click Assign Substitute.



3. From the User Search popup, enter criteria to find the Requestor that you would like to assign as your substitute Requestor. Click **Search**.

User Search - Google Chrome -		×
usertest.sciquest.com/apps/Router/GenericUserSearch?Tmstmp=1636560749420920&returnFunction=set	AssignC	Q
User Search		?
Last Name  Maltby		
First Name 🕤		
User Name 🕤		
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Results Per Page 10 V		
Search		

4. Select the appropriate Requestor by clicking on the Requestor's name.

😵 User Search - Goo	ogle Chrome			-		×		
usertest.sciquest.com/apps/Router/GenericUserSearch?returnFunction=setAssignCartSubstituteFromPopupSearch								
New Search								
Name 🔺	User Name 🗠	Email 🗠	Phone		Action			
Maltby, Sue	PQ54332	smaltby@umbc.edu	+1 410-455-2274 ext. 5227	-	[select	D		

5. The substitute selected now displays in the **Current Substitute** field.

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Stop > My Cens and Onders > View Cents > Assigned Cents					_	-D Logout
Cart Management					Creat	e Cart ?
Draft Carts Assigned Carts						
Shop Only						
> Filter Assigned Carts						

6. To end Requestor substitution, click the **End Substitution** link next to the **Current Substitute's** name at the top of the page.

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Current Substitute Sue Mathy End Sustainant						
> Filter Assigned Carts						