## **Requesters (Assignees)**

If you have the Shopper role, you are unable to place an order. Instead, you must to assign your shopping cart to a Requester for submission. You can set frequently used requesters on your profile to avoid the need to search for these individuals each time.

1. Click on your name on the top right of your screen and go to **View My Profile -> Default User Settings -> Cart Assignees**.

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Shop • Shopping			Rafael Espinoza
Organization Message		Showcases	View My Profile Dashboards Manage Searches
Welcome to the <b>Test Site</b> for the Paw Procure	ment System!	Forms	Manage Search Exports Set My Home Page Search Help For A Solution
		Non-Catalog Purchase Payment Request	My Pending Requisitions (1) My Recently Completed Requisitions (16) My Pending Purchase Orders (23)
Quick Links	Action Items	Technology	My Recently Completed Purchase Orders
Software Purchase	MY ASSIGNED APPROVALS		Logout Help

2. Clicking the **Add Assignee** button will bring up the **User Search** window.

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		Cart Assignees			0
		Add Assignee			
		My Cart Assignees		?	
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Cart Assignees					
User Roles and Access	>				
Ordering and Approval Settings	>				
Permission Settings	>				
Notification Preferences	>				
User History	>				
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User Search	?
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- 3. From here, enter your Requester's last name, along with any additional information to help narrow your search.
- 4. Click **Select** to add the Assignee to your profile.

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New Search				
Name 🔺	User Name 🗠	Email 🗠	Phone	Action
Maltby, Sue	PQ54332	smaltby@umbc.edu	+1 410-455-2274 ext. 5227	[select]

5. After the Assignee is added to your profile, you are able to use the **Action** buttons to the right of their name to set them as your preferred requester or remove them from your profile. It is possible to have multiple individuals on your profile, but only one requester may be designated as preferred.

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Your Requesters will be available to you in a dropdown list on your shopping carts.