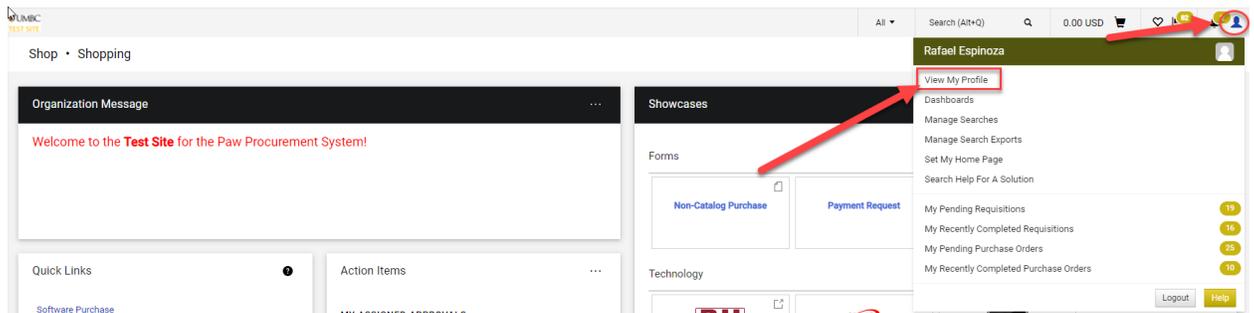


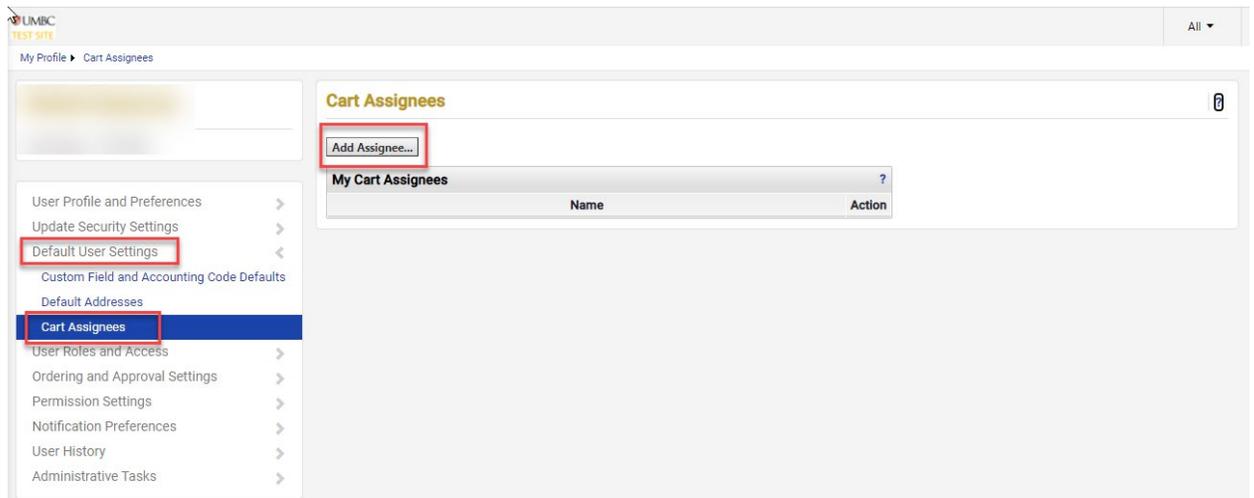
Requesters (Assignees)

If you have the Shopper role, you are unable to place an order. Instead, you must 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**.



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



User Search - Google Chrome
usertest.sciquest.com/apps/Router/GenericUserSearch?Tmstmp=1636138826189295&returnFunction=setUserFromP...

User Search

Last Name

First Name

User Name

Email

Department

Role

Results Per Page

Search

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.

Cart Assignees

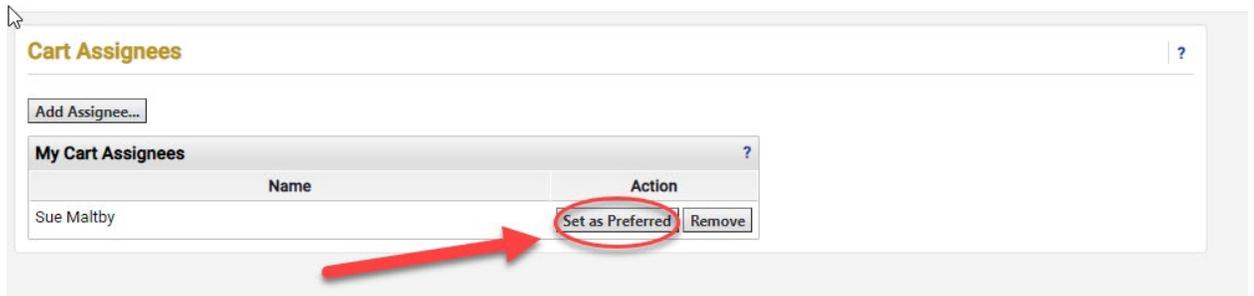
Add Assignee...

My C

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.



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