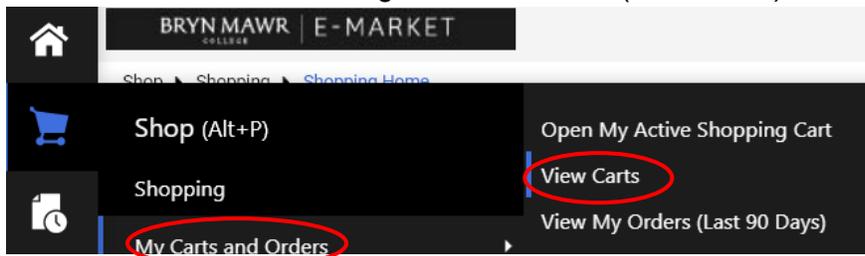


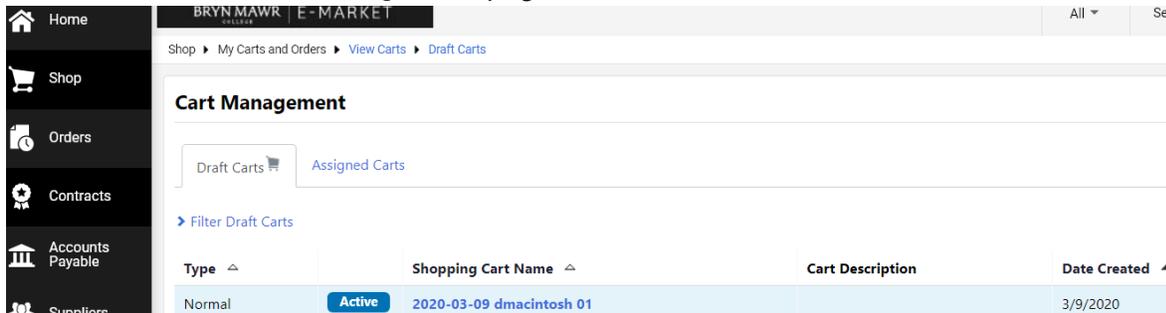
Shopper Cart Assignee Checkout

Locate and Open

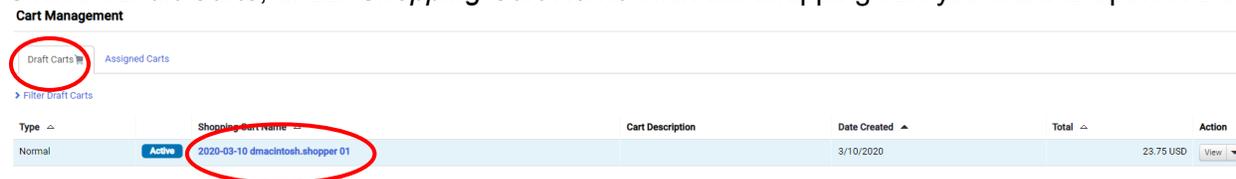
1. Cart assignees will receive an e-mail with a subject of *A shopping cart has been assigned to you* for each cart that has been assigned.
2. Login to E-Market.
3. From the *Shop* menu icon, hover over *My Carts and Orders* then click *View Carts* or if you previously bookmarked *View Carts* navigate to it from  (*Bookmarks*).



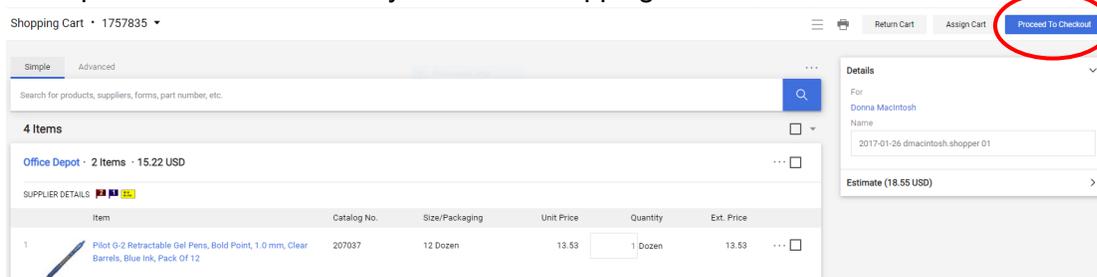
4. You will be on the *Cart Management* page.



5. Click on *Draft Carts*, under *Shopping Cart Name* click the shopping cart you want to open in blue.



6. The opened cart will become your active shopping cart. Click **Proceed to Checkout**



7. The *Summary* page opens. A *Requisition* number is assigned and appears at the top of the screen.

Requisition • 1757835

Shopper Cart Assignee Checkout

8. In the *Accounting Codes* section, review BMC account number (Fund-Account Code-Dept-Project) for accuracy. If updates are needed, click .

Requisition : 2929054

Summary Taxes/S&H PO Preview Comments Attachments History

General Shipping Billing

Accounting Codes

BMC - Fund	BMC - Account Code	BMC - Dept	BMC - Project
1 Unrestricted	no value Required	01310 Controller's Office	99999 Project Default

Internal Notes and Attachments External Notes and Attachments

Draft

Correct these issues. You are unable to proceed until addressed.
Required: BMC - Account Code

Total (10.77 USD)

Subtotal	10.77
Shipping	0.00
Handling	0.00
Total	10.77

9. The *Edit Accounting Codes* window will appear. Update account parts or add splits if needed by clicking on the **+**. When finished, click **Save Values**.

Edit Accounting Codes

Accounting Codes

BMC - Fund *	BMC - Account Code *	BMC - Dept *	BMC - Project *
1	51701	01310 - Controller's Office	99999

* Required fields

Save Values **Close**

10. If you would like to add/change any other information in the cart, i.e., shipping address, click  in that section, change the information, then click **Save**.

Requisition : 2929054

Summary Taxes/S&H PO Preview Comments Attachments History

General Shipping Billing

Accounting Codes

BMC - Fund	BMC - Account Code	BMC - Dept	BMC - Project	Amount of Price

11. When finished, click **Place Order**. The after-checkout process is the same as when you place your own order. When the shopper physically receives the item(s), they should send you the packing slip so you can create the quantity receipt.

Alt+Q

18.55 USD

45

1

Assign Cart **Place Order**