
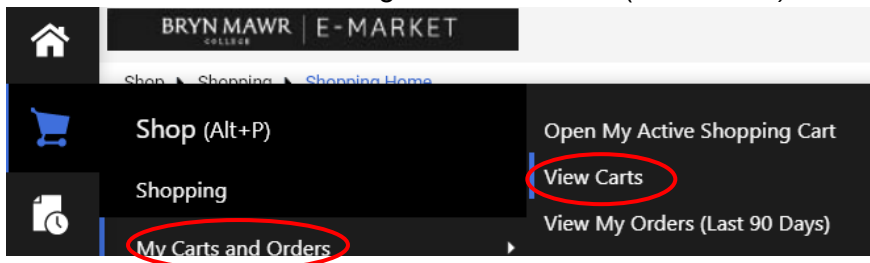


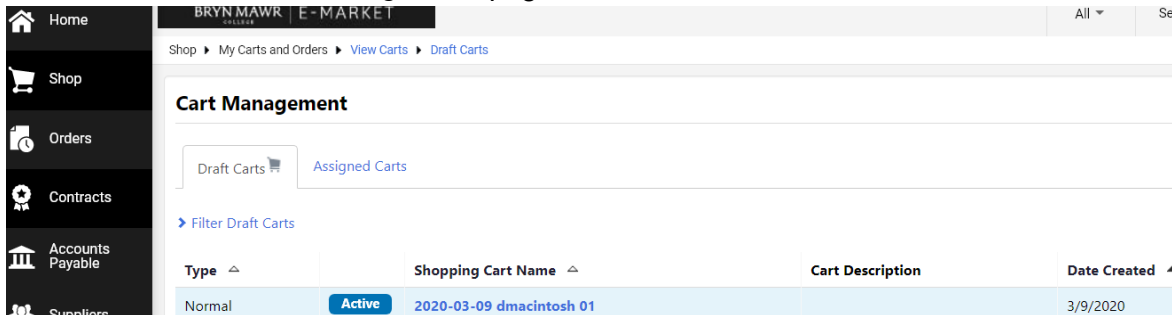
Shopper Cart Assignee Checkout

Locate and Open

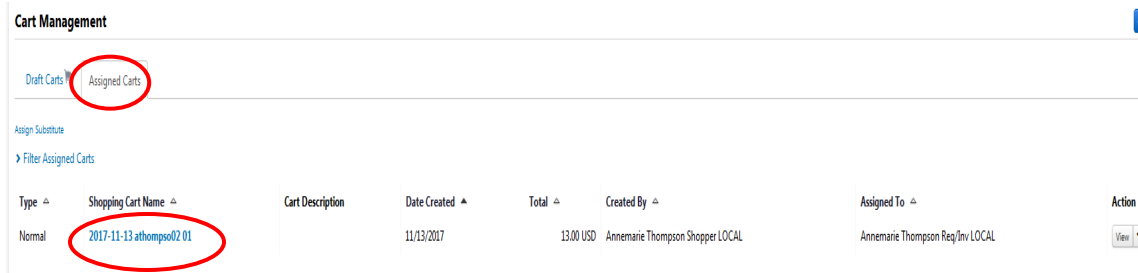
1. Cart assignees will receive an e-mail with a subject of *A shopping cart has been assigned to you* for each cart that has been assigned.
2. Login to E-Market.
3. From the *Shop* menu icon, hover over *My Carts and Orders* then click *View Carts* or if you previously bookmarked *View Carts* navigate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



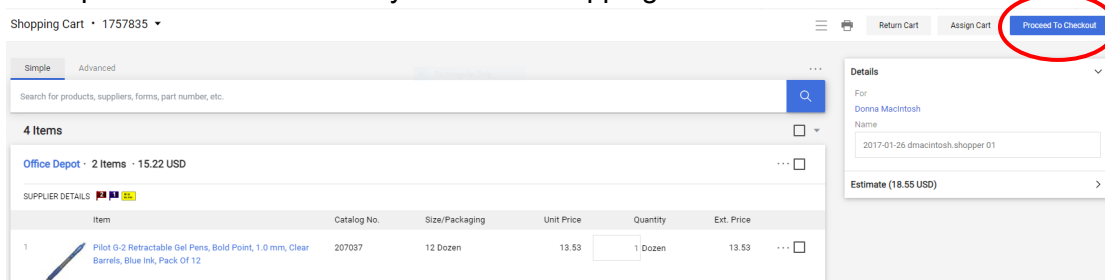
4. You will be on the *Cart Management* page.



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




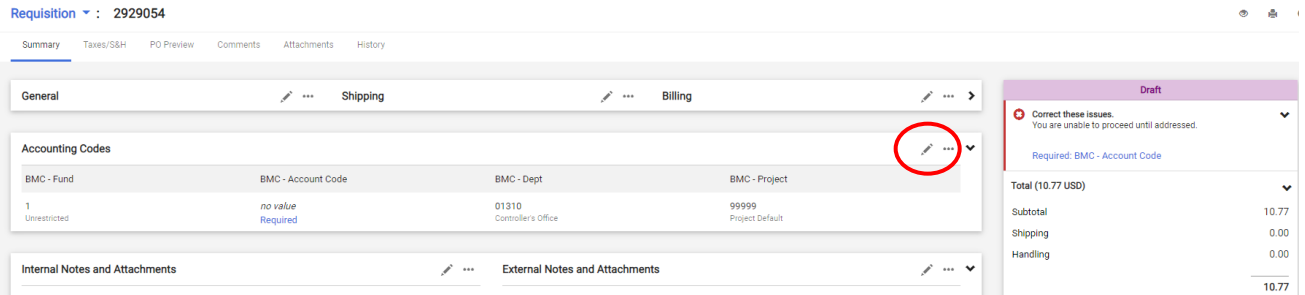
6. The opened cart will become your active shopping cart. Click **Proceed to Checkout**



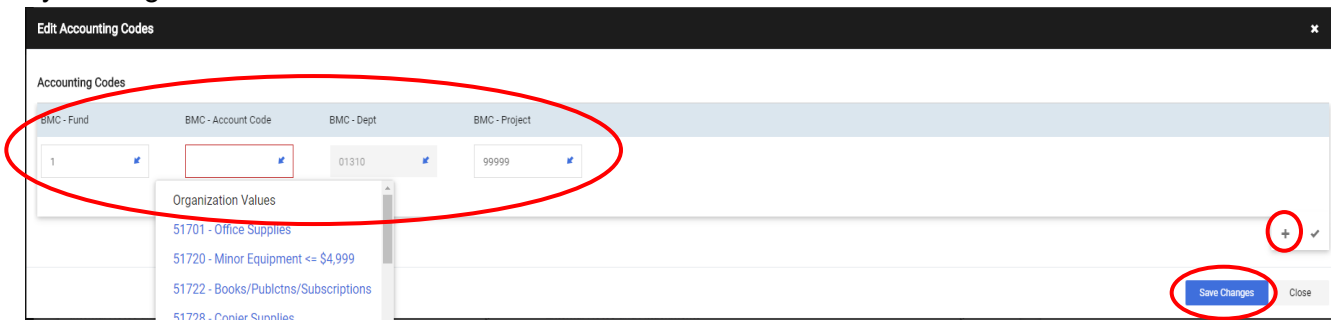
Shopper Cart Assignee Checkout


7. The *Summary* page opens. A *Requisition* number is assigned and appears at the top of the screen.
Requisition • 1757835 ▾

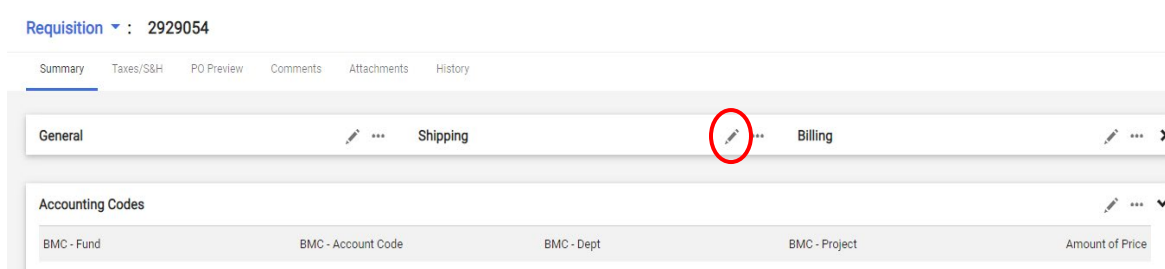
8. In the *Accounting Codes* section, review BMC account number (Fund-Account Code-Dept-Project) for accuracy. If updates are needed, click .



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



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 Changes**.



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.

