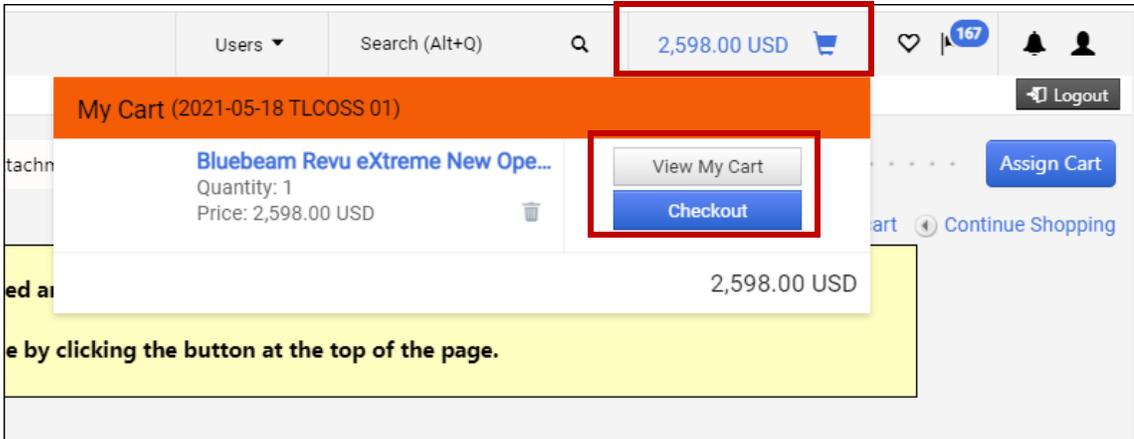


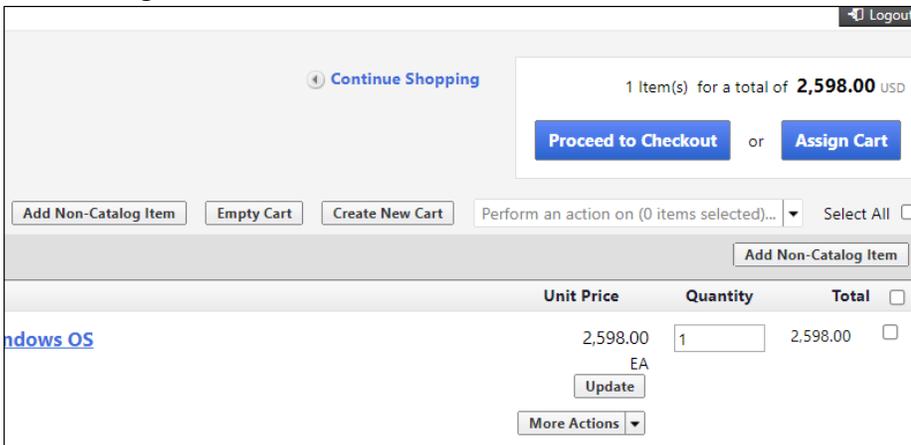
Assign a Cart to Another User

If you are ordering in Falcons Purch and do not have the requester role, you will need to assign the cart to a requester in your department.

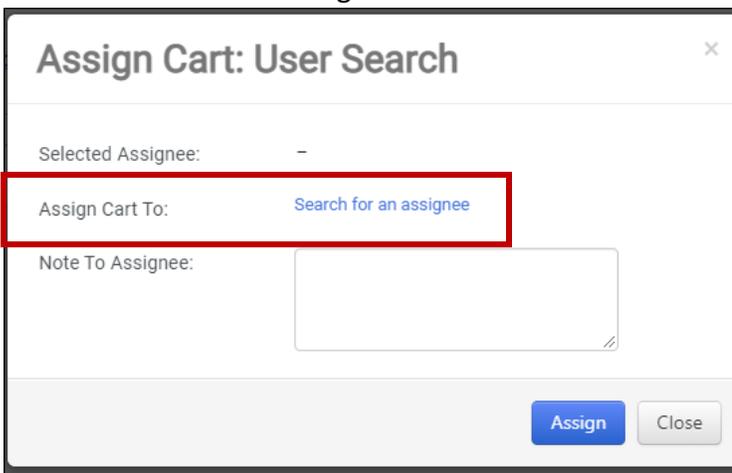
Click on the cart icon found in the upper right corner, select Checkout or View My Cart.



Select Assign Cart.



Click on Search for an assignee.



Enter the Last Name and the First Name only. Click Search.

User Search

Last Name 

First Name 

User Name 

Email 

Department 

Role 

Results Per Page

Click [select] under Action.

Name ▲	User Name ▲	Email ▲	Phone	Action
Przeslawski, Lorna	LORNAP	LORNAP@bgsu.edu	+1 419-372-9289	[select]

You have the option to Add to Profile. If you check this box, you won't have to search for an assignee moving forward. You also have to the option to add a Note to Assignee. Click Assign.

Assign Cart: User Search

Selected Assignee: Lorna Przeslawski

Assign Cart To: [Search for an assignee](#)

Add to Profile Add to Profile

Note To Assignee: