



Assign a cart to a Requester for
the first time

Introduction

Context

To shop in *iBuyNU*, you assign carts to your Requester. If this is your first time assigning a cart, or if you have a new Requester, you do the following:

- Perform a one-time search for the Requester.
- Then, you add the Requester to your profile.
- From this point forward, you will be able to assign carts by selecting your Requester from a drop-down menu.

Introduction

Objectives

To assign a cart the first time, you should be able to:

- Search for an assignee
- Add to profile

To assign a cart the second time, you should be able to:

- Select an assignee



Tutorial

Search for an assignee (Requester)

Assign cart for the first time

The screenshot shows the iBuyNU shopping cart page for user Dylan Paddy. The cart contains 2 items for a total of 54.44 USD. The 'Assign Cart' button is highlighted with a blue arrow and a callout box. The callout box contains the text: "When you are ready to assign your cart, click **Assign Cart**. (A pop-up will appear.)"

Shopping Cart for Dylan Paddy [Continue Shopping](#)

Name this cart:

2 Item(s) for a total of **54.44** USD

[Final Cart Review](#) or [Assign Cart](#)

Have you made changes? [Update](#) | [Help](#) | [Empty cart](#) | Perform an action on (0 items selected)... Select All

Fisher Scientific [more info...](#)

Product Description

Item added on Sep 27, 2013

[Add to Favorites](#) [Remove](#) [More Actions](#)

 [larger image](#)

Ring, Beaker; Fisher Scientific; Ultrasonic Cleaner Accessory; Accommodates 400mL or 600mL beaker when used with beaker cover; 1/EA

4.72 USD **9.44** USD

400mL, EA [Update](#)

Part Number 1533551
Manufacturer Info 1533551 - (Fisher

Search for an assignee

The screenshot shows the iBuyNU interface with a modal dialog titled "Assign Cart". The dialog has a search field for "Assign Cart To:" and a text area for "Note To Assignee:". A blue callout box on the left contains the text: "If this is your first time assigning a cart to a Requester, click **Search for an assignee.**" A blue arrow points from the word "Search" in the callout to the search field in the dialog. The dialog also features "Assign" and "Cancel" buttons at the bottom. The background shows a product listing for a "Ring, Beaker; Fisher Scientific; Ultrasonic Cleaner Accessory; Accommodates 400mL or" with a price of 9.44 USD.

Assign Cart ? X

Assign Cart To: Select an assignee
Search for an assignee

Note To Assignee:

expand | clear

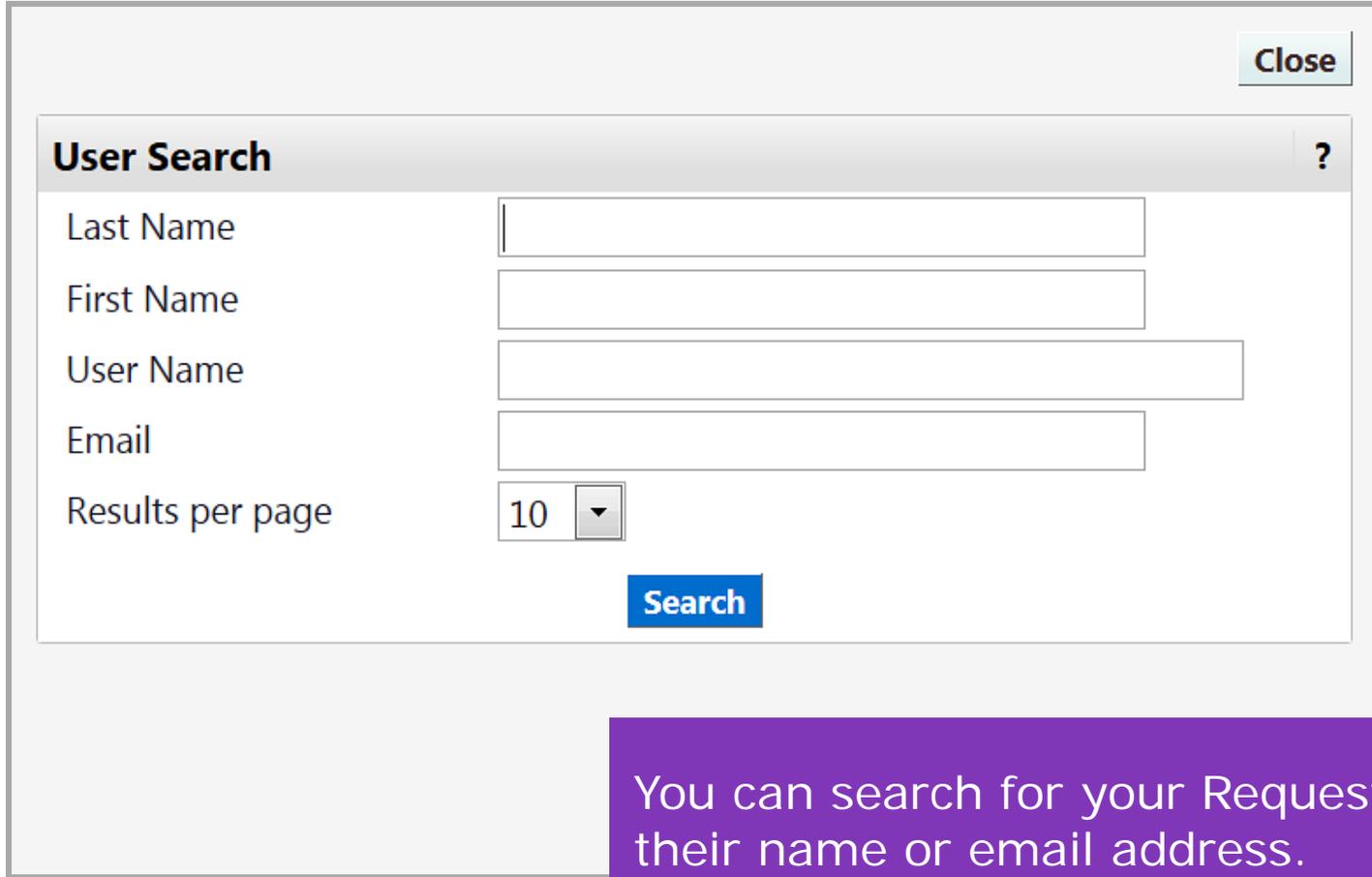
Note: After a cart is submitted, it can be viewed via History. Prior to being submitted, the cart can be viewed in Draft Carts and can be unassigned (withdrawn) if needed.

Assign Cancel

4.72 USD 2 9.44 USD
400mL, EA Update

Ring, Beaker; Fisher Scientific; Ultrasonic Cleaner Accessory; Accommodates 400mL or

User Search appears



The image shows a 'User Search' dialog box. It has a title bar with 'User Search' and a question mark icon, and a 'Close' button in the top right corner. The main area contains five input fields: 'Last Name', 'First Name', 'User Name', and 'Email', each with a corresponding text box. Below these is a 'Results per page' dropdown menu set to '10'. A blue 'Search' button is positioned at the bottom center of the dialog.

User Search ?

Last Name

First Name

User Name

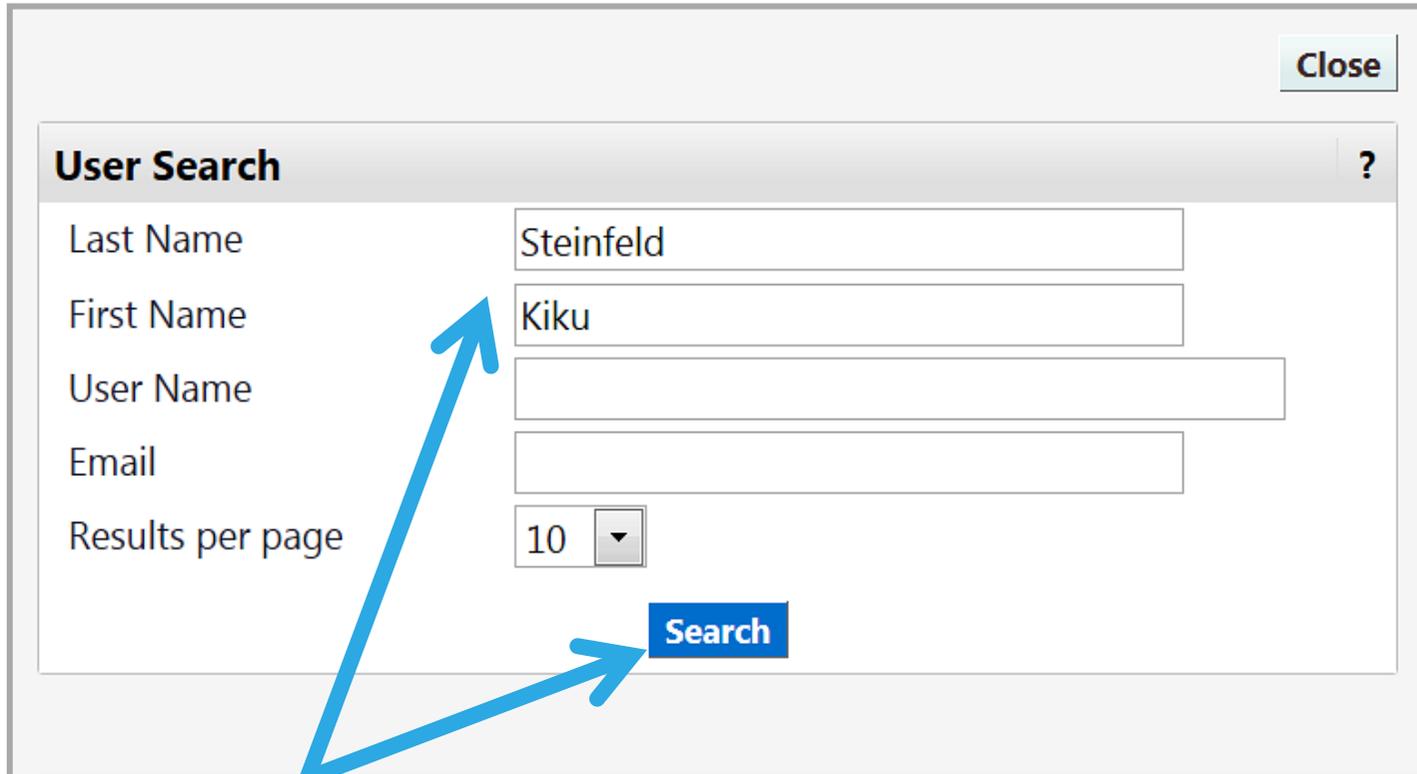
Email

Results per page 10 ▼

Search

You can search for your Requester using their name or email address.

Search for Requester by name



The image shows a web interface for searching users. It features a 'User Search' form with the following fields and controls:

- Last Name:** A text input field containing the text 'Steinfeld'.
- First Name:** A text input field containing the text 'Kiku'.
- User Name:** An empty text input field.
- Email:** An empty text input field.
- Results per page:** A dropdown menu currently set to '10'.
- Search:** A blue button with white text.
- Close:** A button in the top right corner of the main window.
- Help:** A question mark icon in the top right corner of the form area.

Two blue arrows originate from the bottom left of the form area. One arrow points to the 'First Name' input field, and the other points to the 'Search' button.

1. Type the **Last Name** and **First Name** of your Requester.
2. Click **Search**.

Select Requester from search results

New Search **Close**

Results per page **Users meeting the search criteria: 1** ◀ Page 1 of 1 ▶ ?

Name ▲	User Name ▲	Email ▲	Phone	Action
Steinfeld, Kiku	LKS040	peoplesoft@peoplesoft.com	+1 (847) 467-0678	[select]



Locate your Requester from the search results and click **[select]**.

Add to Profile appears

The name of the Requester you selected appears.

Click **Add to Profile**.

This lets you add the Requester to your profile.

Assign Cart

Assign Cart To: Kiku Steinfeld
Select an assignee
Search for an assignee
 Add to Profile

Note To Assignee:

expand | clear

Note: After a cart is submitted, it can be viewed via History. Prior to being submitted, the cart can be viewed in Draft Carts and can be unassigned (withdrawn) if needed.

Assign

Cancel

Update

Product Description

Ring, Beaker; I
Scientific; Ultrasonic
Cleaner Accessory;
Accommodates 400mL or

400mL, EA

Assign the cart

Add to Profile is checked.

- The next time you assign a cart, you can select the Requester without searching.

Note to Assignee: lets you add a note to your Requester. The note is sent to the Requester by email after you assign the cart.

Assign Cart

Assign Cart To: Kiku Steinfeld
Select an assignee
Search for an assignee
 Add to Profile

Note To Assignee:

expand | clear

Note: After a cart is submitted, it can be viewed via History. Prior to being submitted, the cart can be viewed in Draft Carts and can be unassigned (withdrawn) if needed.

Assign Cancel

Click **Assign**.

Product Descripti

Ring, Beaker: I

Scien

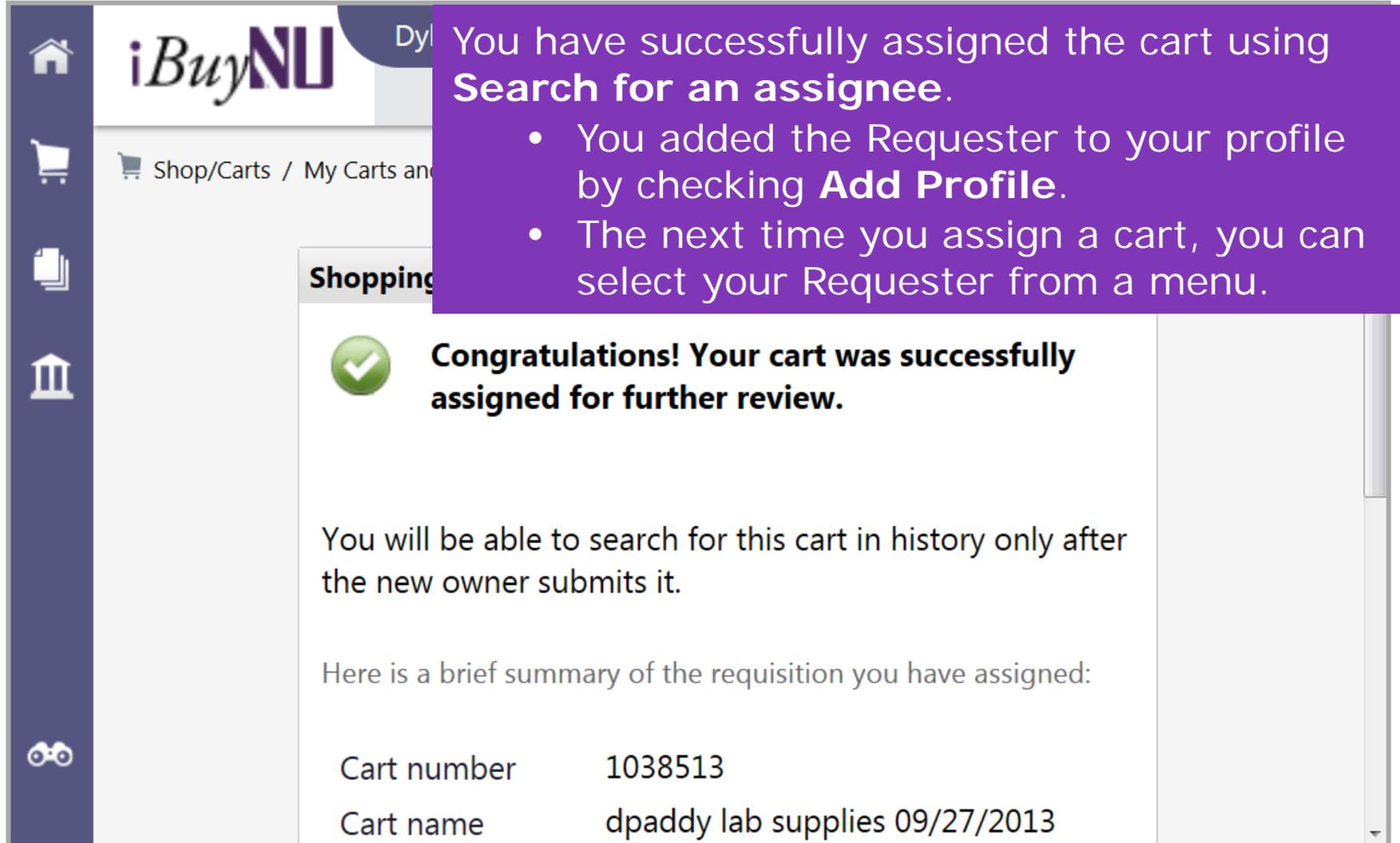
Clean

Accommodates 400mL or

400mL, EA

Update

A congratulations message appears



The screenshot shows the iBuyNU website interface. A purple callout box is overlaid on the top right, containing the following text:

You have successfully assigned the cart using **Search for an assignee.**

- You added the Requester to your profile by checking **Add Profile.**
- The next time you assign a cart, you can select your Requester from a menu.

Below the callout, a success message is displayed in a white box with a green checkmark icon:

Congratulations! Your cart was successfully assigned for further review.

You will be able to search for this cart in history only after the new owner submits it.

Here is a brief summary of the requisition you have assigned:

Cart number	1038513
Cart name	dpaddy lab supplies 09/27/2013



Tutorial

Select an assignee (Requester)

Assign a cart, after searching for and adding Requester

The screenshot shows the iBuyNU website's shopping cart interface. At the top, the user is identified as 'Dylan Paddy' with a star icon, and the cart total is '45.00 USD'. The breadcrumb trail reads: 'Shop/Carts / My Carts and Orders / Open My Active Shopping Cart / Cart - Draft Cart'. The main heading is 'Shopping Cart for Dylan Paddy' with a 'Continue Shopping' link. A text input field for 'Name this cart:' contains '2013-09-27 dpaddy 01'. A summary box indicates '1 Item(s) for a total of 45.00 USD' and contains two buttons: 'Final Cart Review' and 'Assign Cart'. A blue arrow points to the 'Assign Cart' button. Below this, a callout box contains the text: 'When you are ready to assign your cart, click **Assign Cart**. (A pop-up will appear.)'. The cart contains one item: 'Roche Diagnostics K-TRAY CAPPING TOOL' with a price of 45.00 USD and a quantity of 1. The item description includes 'Part Number 03339904001' and 'Manufacturer Info 03339904001 - (Roche Diagnostics Corporation)'. Action buttons for 'Add to Favorites', 'Remove', and 'More Actions' are visible for the item.

When you are ready to assign your cart, click **Assign Cart. (A pop-up will appear.)**

Select an assignee

Because you already searched for and added the Requester to your profile, now you can **Select an assignee**.

Assign Cart ? X

Assign Cart To:

Note To Assignee:

expand | clear

Note: After a cart is submitted, it can be viewed via History. Prior to being submitted, the cart can be viewed in Draft Carts and can be unassigned (withdrawn) if needed.

Assign Cancel

The screenshot shows the iBuyNU interface. At the top, the user's name 'Dylan Paddy' is visible. The main content area shows a shopping cart for 'Dylan Paddy' with a date '13-09-27 dpaddy 01'. Below this, there are buttons for 'Update', 'Help', and 'Emp'. A section for 'Roche Diagnostics' is partially visible. The 'Assign Cart' dialog box is overlaid on top, with a blue arrow pointing from the text above to the 'Assign Cart To' field. The dialog box contains a search field, a text area for a note, and 'Assign' and 'Cancel' buttons. The background shows a table with columns for 'Part Number', 'Manufacturer Info', and 'Price'.

Part Number	Manufacturer Info	Price
03339904001	03339904001 - (Roche Diagnostics Corporation)	45.00 USD

A menu appears

A menu of profile values appears. Click the drop-down **arrow**.

Assign Cart

Assign Cart To: Hide profile values

Search for an assignee

Note To Assignee:

expand | clear

Note: After a cart is submitted, it can be viewed via History. Prior to being submitted, the cart can be viewed in Draft Carts and can be unassigned (withdrawn) if needed.

Assign **Cancel**

Part Number 03339904001 Update

Manufacturer Info 03339904001 - (Roche Diagnostics Corporation)

Select the Requester from the menu

Select the Requester name from the list of profile values.

Assign Cart

Assign Cart To:

Hide profile values

Note To Assignee:

Keith R Paddy
Melissa Rivas
David Zohfeld
Kiku Steinfeld

expand | clear

Note: After a cart is submitted, it can be viewed via History. Prior to being submitted, the cart can be viewed in Draft Carts and can be unassigned (withdrawn) if needed.

Assign

Cancel

Part Number 03339904001

Manufacturer Info 03339904001

- (Roche
Diagnostics
Corporation)

Assign the cart

The name of the Requester you selected appears.

Assign Cart ? X

Assign Cart To: Kiku Steinfeld
Select an assignee
Search for an assignee

Note To Assignee:

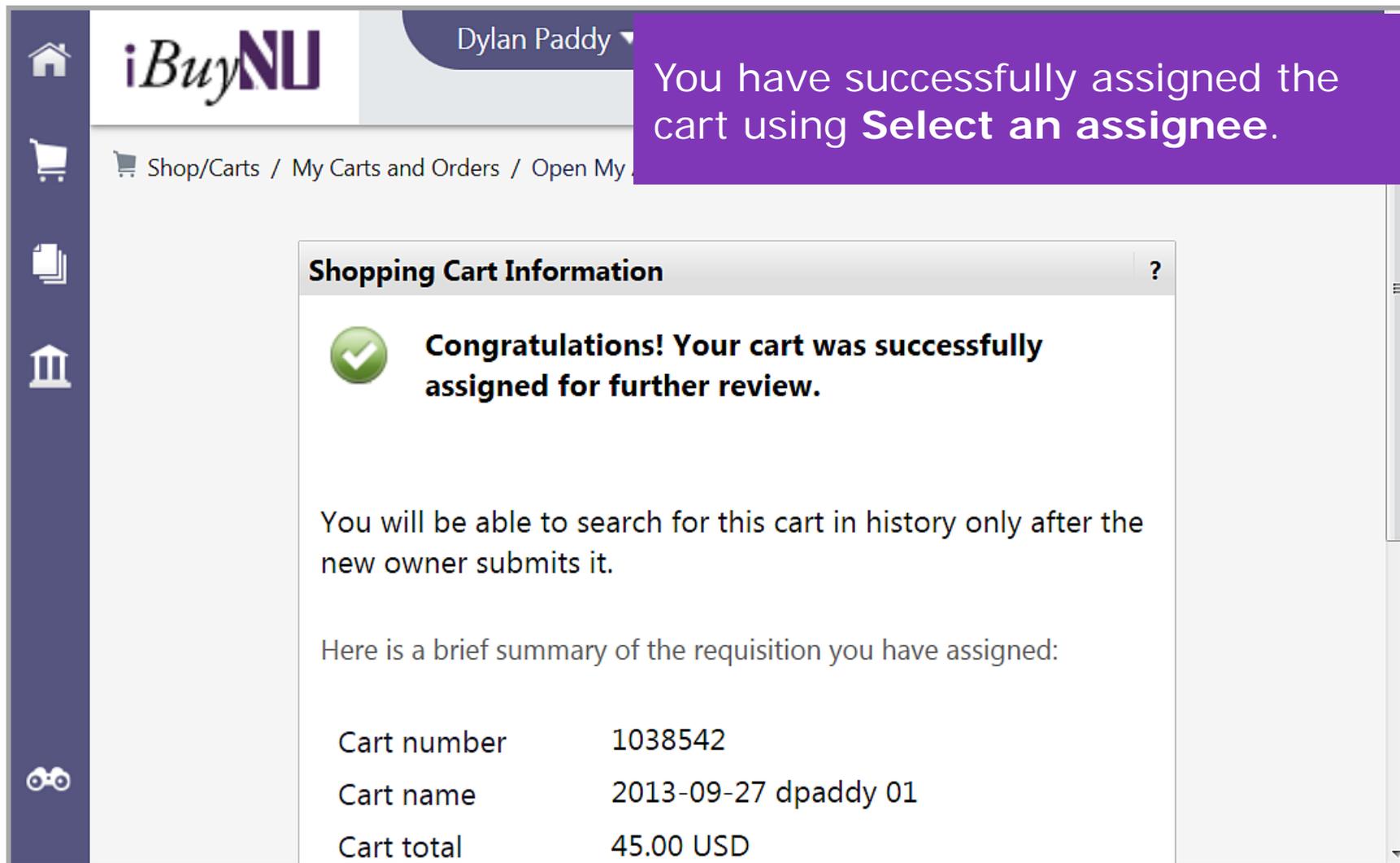
expand | clear

Note: After a cart is submitted, it can be viewed via History. Prior to being submitted, the cart can be viewed in Draft Carts and can be unassigned (withdrawn) if needed.

Assign **Cancel**

click **Assign**.

A congratulations message appears



The screenshot shows the iBuyNU website interface. At the top left, there is a navigation menu with icons for home, shopping cart, documents, a building, and glasses. The main header features the iBuyNU logo and the user name "Dylan Paddy". A purple notification banner at the top right contains the message: "You have successfully assigned the cart using **Select an assignee.**". Below this, a "Shopping Cart Information" window is open, displaying a green checkmark icon and the text: "Congratulations! Your cart was successfully assigned for further review." Below the message, it states: "You will be able to search for this cart in history only after the new owner submits it." and "Here is a brief summary of the requisition you have assigned:". A table follows with the following details:

Cart number	1038542
Cart name	2013-09-27 dpaddy 01
Cart total	45.00 USD

Review

You learned to assign a cart to a Requester. Searching for and adding a Requester to your profile is useful when:

- You are new to iBuyNU, and you need to assign a cart for the very first time.
- Your department hires a new Requester.

Recap

To first assign a cart to a Requester:

- Search for an assignee
- Add to profile

After that you can:

- Select an assignee

Exit

You've completed this learning experience!

To continue learning, visit the Project Café website.

To exit, click the "X" icon in the top right corner of the window