Step-by-Step Guide
Assigning Substitute Requestors

In This Guide

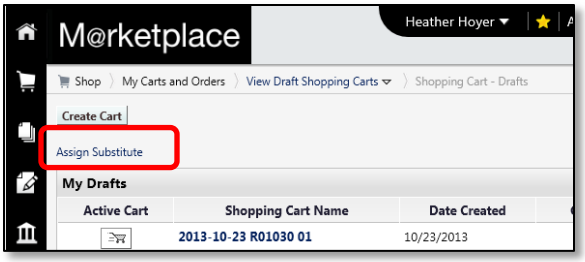
When a shopping cart is assigned to an assignee, or Requestor, the shopping cart must be submitted in order for processing to begin. If a Requestor is on vacation or leave, he/she can assign a substitute Requestor to assist with the shopping cart submission. The substitute is able to review the shopping cart assigned to the original Requestor.

This guide discusses:

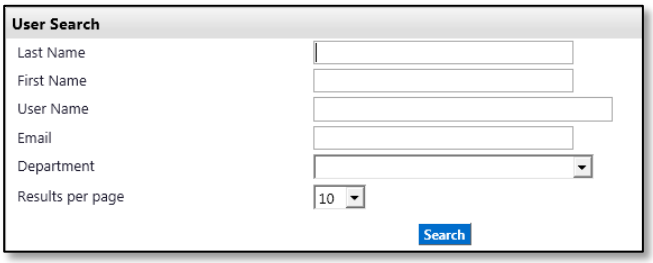
- ✓ Assigning substitutes
- ✓ Ending substitution

Assigning Substitute Requestors

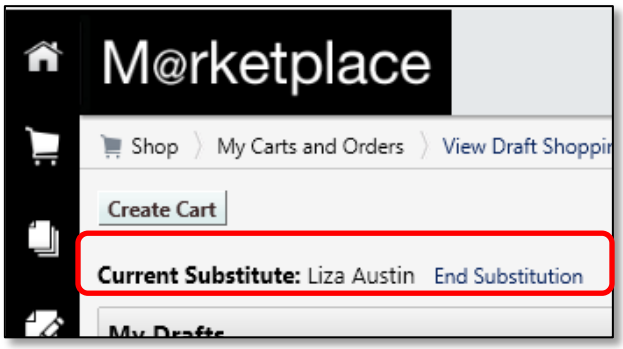
1. Begin by accessing CU Marketplace via your campus portal. Within your portal's top navigation bar, use the **Business Tools** dropdown menu to select **CU Marketplace**.
2. Using your side navigation bar, go to **Shop > My Carts and Orders > View Draft Shopping Carts**.
3. Click the **Assign Substitute** link.



4. From the User Search popup, enter criteria to find the Requestor that you would like to assign as your substitute Requestor. Click the **Search** button.



5. Select the appropriate Requestor by clicking on the Requestor's name.
6. The substitute selected now displays in the **Current Substitute** field.



Ending Substitution

To end Requestor substitution, click the **End Substitution** link next to the **Current Substitute's** name at the top of the page.