## **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**

- Begin by accessing CU Marketplace via <u>your campus portal</u>. Locate your CU Resources section and, under the Business Applications area, select the CU Marketplace link.
- 2. Using your side navigation bar, go to Shop > My Carts and Orders > View Draft Shopping Carts. Heather Hoyer ★ Action Items 1
- 3. Click the Assign Substitute link.

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🐂 Shop 👌 My Carts a	and Orders 🌖 View Draft Shopping Carts 🗢	> Shopping Cart - Drafts	
Create Cart			
Assign Substitute			
My Drafts			
Active Cart	Shopping Cart Name	Date Created	Cart Description
<u>न्द</u>	2013-10-23 R01030 01	10/23/2013	
	Morketp Shop ) My Carts as Create Cart Assign Substitute My Drafts Active Cart ST	M@rketplace	Heather Hoyer ▼ The ather Hoyer ■ The ath

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.

User Search	
Last Name	
First Name	
User Name	
Email	
Department	•
Results per page	10 💌
	Search

- 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.

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	) Shop $\rangle$ My Carts and Orders $\rangle$ View Draft Shoppin
<b>'</b> )	Create Cart
-21	Current Substitute: Liza Austin End Substitution
10	My Drafts

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