

Changing a Shopping Cart's Owner


When you create a shopping cart, you are the 'owner' of the cart. However, it is possible to change the owner before it is submitted for approval. For example, if you are creating a cart for a user, it's important they 'own' the order for reporting and document visibility.

To change the owner of a cart:

1. At checkout, in the Requisition locate the > **General Section** > click the edit (pencil) icon. 

Requisition • 3401544 ▾

Summary Taxes/S&H PO Preview Comments At

General  ...

Cart Name	Supplies for Department
Description	<i>no value</i>
Prepared by	Kari Wright
Prepared for	Kari Wright
Blanket/Service Order	✗
Purchasing BU	MAC01 MAC01

2. In the PREPARED FOR section > Type the name directly in the field, or click the magnifying glass icon to bring up a search window. When you have selected the user, click **Save Changes**.
3. The cart **Prepared by** remains the same, but the cart 'owner' (Prepared for) has been changed.