## Assign a Substitute Requisition Creator

1. **Important:**

   The **Requisition Creator** who will be out of the office must **before** Assigning a Substitute:

   1) Contact the Department Manager/Supervisor and the Substitute Requisition Creator.

   2) They must be notified and in agreement regarding the Substitution **prior** to a Substitute being Assigned as a Requisition Creator.

2. In order to access the **Assign Substitute** link we need to go to **Draft Carts**,

   Click the **carts** object.

3. The **Draft Carts** tab is highlighted. Currently this page reflects we do not have any Active Carts.

   In our scenario, we know we are going on vacation. After an agreement with our Department Supervisor and the Substitute Requisition Creator we will **Assign a Substitute** Requisition Creator while we are away.

   Click the **Assign Substitute** link.

4. The **User Search Page** appears listing Search Criteria options:

   1) Last Name
   2) First Name
   3) E-mail Address
   4) Department

   In this example, we will search using the Substitute Requisition Creators e-mail address.

   Click in the **e-mail** field.

5. In this example, we will search using the **Substitute Assignee** Christine Saenz's e-mail address.

   Enter the desired information into the **Email** field. Enter a valid value e.g. "csaenz@berkeley.edu".
6. Click the Search button.

7. There are 1 of 2 User's meeting the search criteria.
   Click the Saenz option.

8. Click the Choose Selected User button.

9. **Note:**
   The Current Substitute's ID number is listed.
   Any Shopping Carts and e-mail notifications Assigned to Gina while on vacation will now go directly to the Substitute Requisition Creator Christine Saenz in order to process the order.

10. A Shopper has Assigned a Cart to Gina as the Requisition Creator.
    The Shopping Cart Information page appears and identifies the Cart has been Assigned to the Substitute Christine Saenz.
    Press [Enter].

11. Christine Saenz as the Substitute Requisition Creator receives an e-mail notification that she has a Shopping Cart assigned to her.
    The notification identifies the Shopper and the Cart Name.
    The Shopping Cart will be listed under Christine's Draft Carts. She can review the Cart and Return the Cart to BFS in order to complete the Requisition.

12. **Important:**

    1) The Requisition Creator after returning to work must be diligent and "End the Substitution" function in SciQuest.
    2) Contact the Department Supervisor and the Substitute that the Substitution has Ended.
    3) The Requisition Creator will now receive all future e-mail notifications of Assigned Shopping Carts and they will be listed in their Draft Carts to process in BFS.

13. See, ("End Substitution for more information")
    End of Procedure.