## End Substitute Requisition Creator

1. Click the **eProcurement** link.

2. Click the **Create Requisition** link.

3. In this example, Gina is the Requester and the Requisition Creator so we will enter her ID.

   Enter the desired information into the **Requester** field. Enter a valid value e.g. **"012041877 - OKFOS"**.

4. Click the **OK** button.

5. Click the **Continue** button.

6. Click the **Web** tab.

7. Click the **SciQuest** link.

8. The SciQuest BearBuy **Homepage** appears identifying Gina Grossi’s profile.

   In this example we want to view any Assigned Draft Carts and to End the Substitute Assignee.

   Click the **carts** object.

9. **Note:**
   The **Draft Cart** page appears. There are no listed Active Carts Assigned to Gina while she was on Vacation.

   All Carts Assigned to Gina were **sent** to the Substitute Assigned Requisition Creator.

10. **Note:**
    The **Requisition Creator** should communicate with **both** the Department Supervisor and the Substitute Requisition Creator that the Substitution has ended.
11. In order that the **Requisition Creator** Gina receive future Assigned Carts, she needs to End the Substitution.  
   Click the **End Substitution** link.  

12. All future **Shopping Carts** assigned to Gina are now listed in her My Draft Carts.  
   **End of Procedure.**