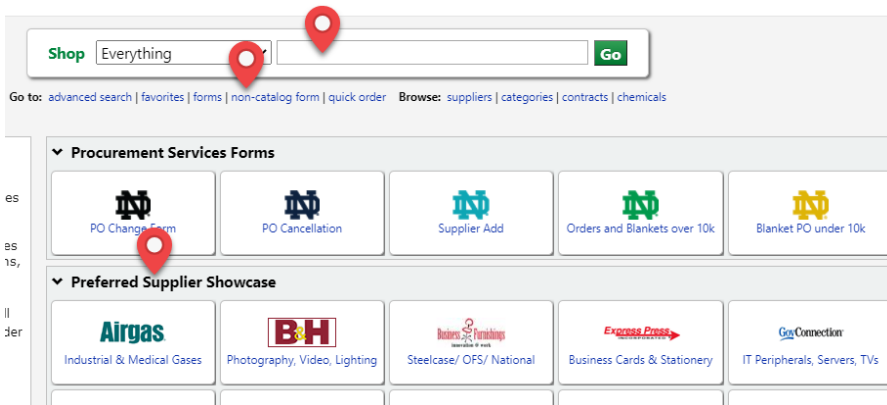


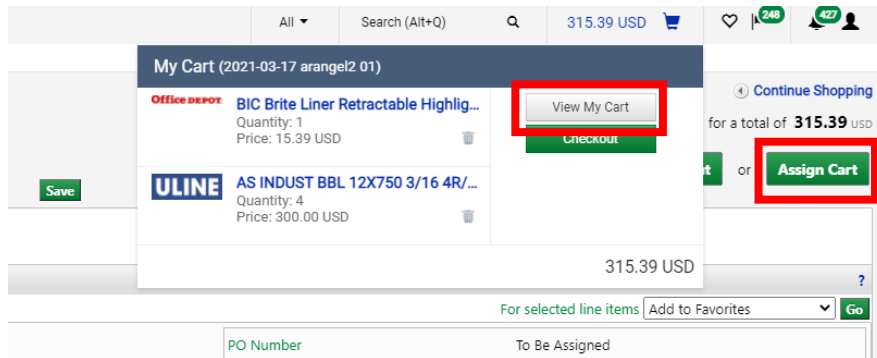
1. Shop & Add items into Cart

Shop & add items to your cart using one of three methods:
Punchout, Non-Catalog Form, or browsing Hosted Catalogs.



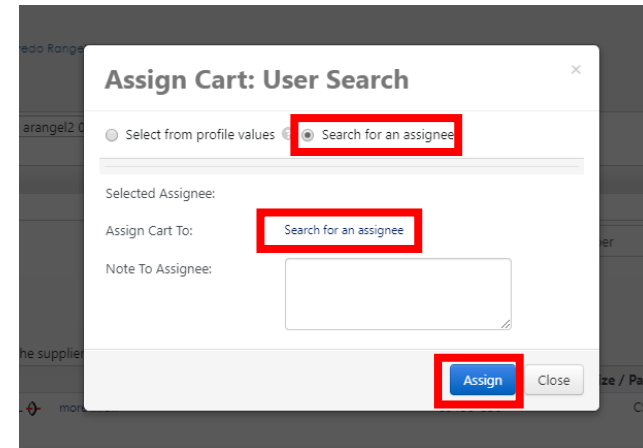
2. Shopping Cart

- Click on **View My Cart**
- Click on **Assign Cart** button.



3. User Search

- Click the **Search for an assignee** radio button
- Click on the **Search for an assignee** link.



4. Selecting Assignee and Assigning Cart

- Search for the assignee by **name** or by using a **filter**
- **Find** the appropriate assignee
- Click the **Select** link under the action column
- Click the **Assign** button.

