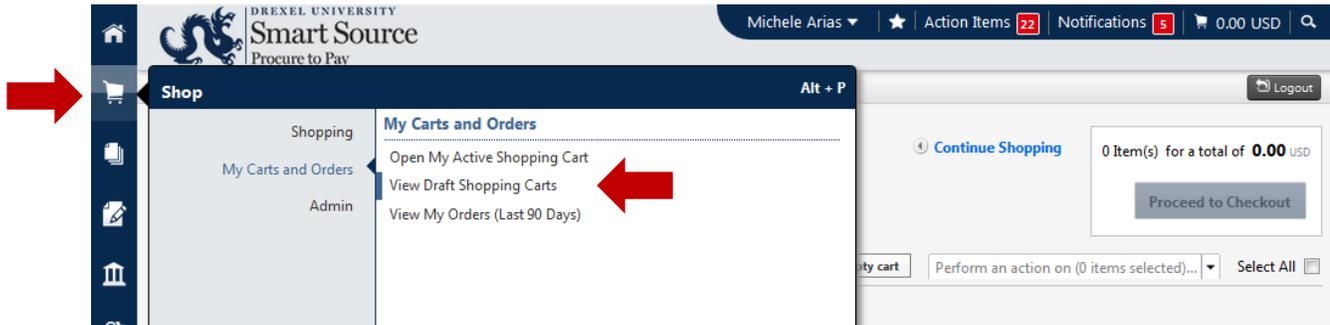


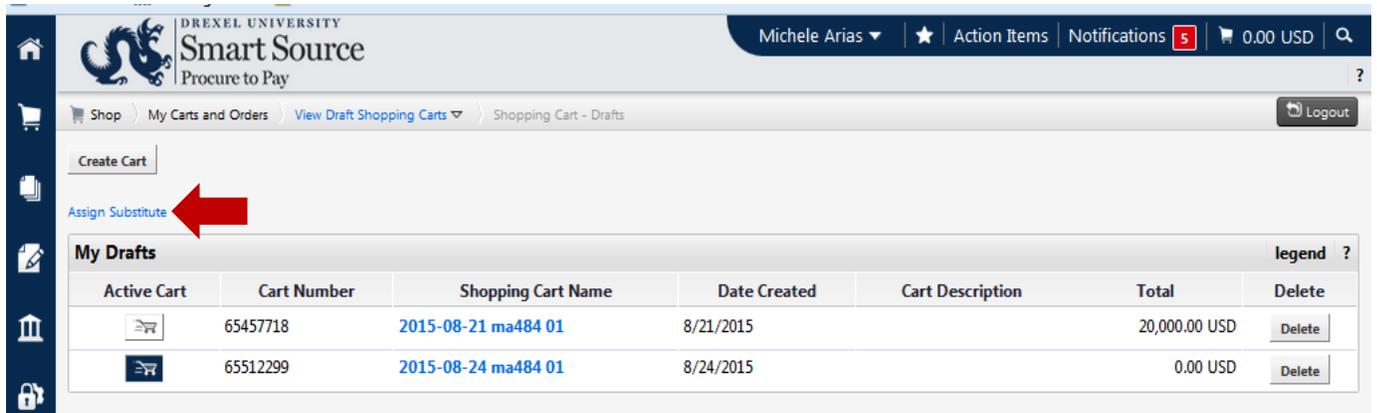
How to Assign a Cart Substitute

Assigning a cart substitute will allow you to have any cart that is assigned to you route to someone else while the substitution is in place. Reasons to use this function are for vacation purposes, travel, or extended leave.

- On the home page of Smart Source, select the shopping cart icon on the left hand side



- Select in the Shop Menu:
 - **My Carts and Orders** then select **View Draft Shopping Carts**
- Then select **Assign Substitute**



- A User Search box will appear where you can query for the Smart Source user you would like your carts to be sent to. Enter their name and hit search

User Search

Last Name

First Name

User Name

Email

Results Per Page

- Click on Select to choose the person

New Search Close

Results Per Page 10 Users meeting the search criteria: 1 Page 1 of 1 ?

Name	User Name	Email	Phone	Action
Maertzig, Kathleen	kam39	kam39@drexel.edu	+1 (215) 895-5847	[select]



- The substitute will now be listed on your Draft Shopping Carts page

DREXEL UNIVERSITY
Smart Source
Procure to Pay

Michele Arias ★ Action Items Notifications 5 0.00 USD

Shop > My Carts and Orders > View Draft Shopping Carts > Shopping Cart - Drafts Logout

Create Cart

Current Substitute: Kathleen Maertzig [End Substitution](#)

My Drafts legend ?

Active Cart	Cart Number	Shopping Cart Name	Date Created	Cart Description	Total	Delete
	65457718	2015-08-21 ma484 01	8/21/2015		20,000.00 USD	Delete
	65512299	2015-08-24 ma484 01	8/24/2015		0.00 USD	Delete



- Select End Substitution to revert back to receiving your assigned carts