

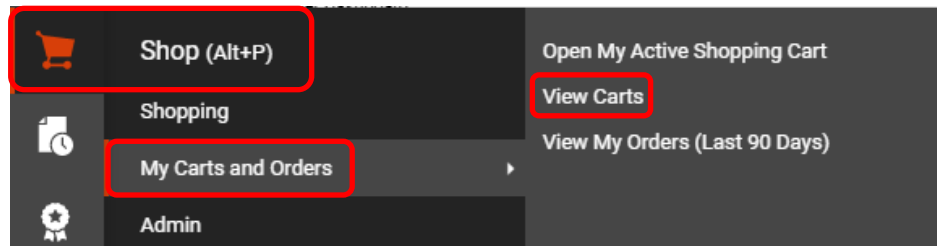
Setting Substitute Requestor

What is a Substitute Requestor?

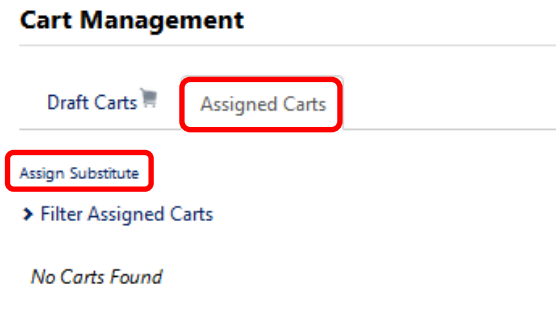
A substitute requestor allows a user to substitute another individual to take action on their behalf for any carts that get assigned to them. Please note the user selected must also have the requestor role to be assigned as a substitute.

Setting up a Substitute Requestor

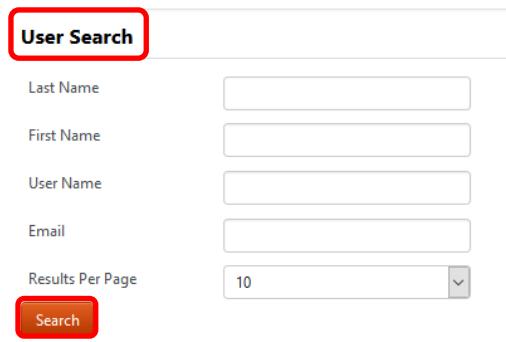
1. From the BennyBuy home page, click on **Shop** located along the menu on the left side panel. Navigate to **My Carts and Orders** and select **View Carts**.



2. In the **Assigned Carts** tab, select the **Assign Substitute** link.



3. In the **User Search** window, type in the name of the user you wish to assign in the text box, and click **Search**.

A screenshot of the 'User Search' form. The 'User Search' title is highlighted with a red box. The form contains input fields for 'Last Name', 'First Name', 'User Name', and 'Email'. There is also a 'Results Per Page' dropdown menu set to '10'. A red 'Search' button is located at the bottom of the form.

Setting Substitute Requestor


- Under the Action column, click **Select** for the user you would like to assign as your substitute.

[New Search](#)

Name ▲	User Name ▲	Email ▲	Phone	Action
Buy, Benny	BennyBuy	eprocurement@oregonstate.edu		[select]

- After you click **Select**, you will return back to the cart management screen where you will see the name of the substitute. To end a substitution, click on the link **End Substitution**.

Cart Management

[Draft Carts](#)  [Assigned Carts](#)

Current Substitute: Benny Buy [End Substitution](#)

[> Filter Assigned Carts](#)

No Carts Found