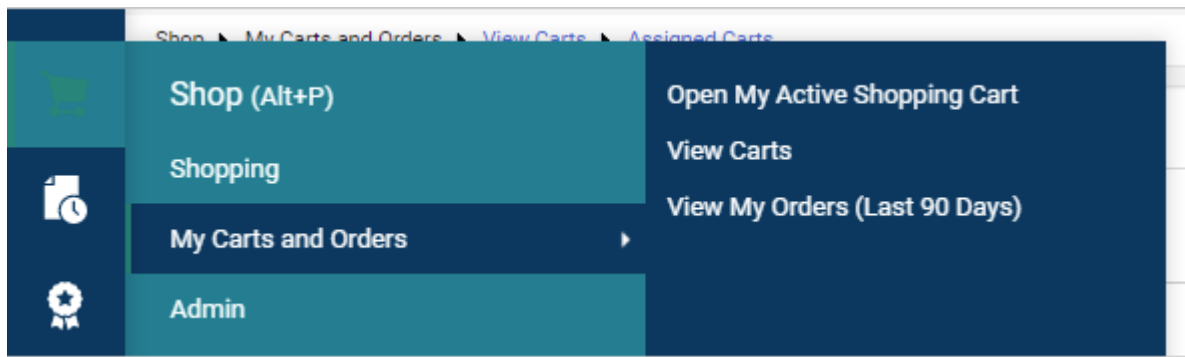


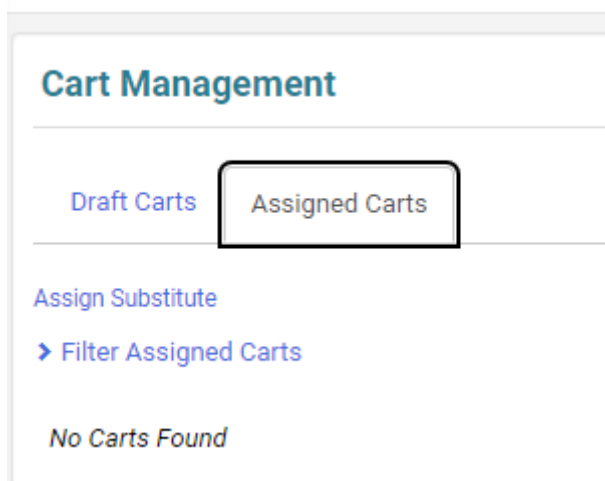
How to Access Assigned Carts and Submit into Workflow



- Find the shopping cart icon on the left hand side of the Gateway Homepage. Select “My Carts and Orders,” then “View Carts.”



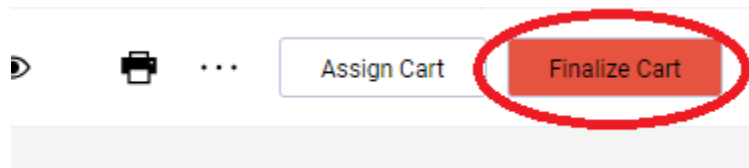
- Select “Assigned Carts” to bring up all your assigned carts.



- Click the “View” option on the right hand side of a single assigned cart. Please note only view one at a time. This will add the order to your active cart.

Normal	144011009	2021-05-12 kht 01	5/12/2021	20.13 USD	Kim Taylor	Melia Cutcher	
Normal	144011148	2021-05-12 kht 01	5/12/2021	37.69 USD	Kim Taylor	Melia Cutcher	

- From there, you should see an option in the upper right section of the cart to “Finalize Cart.” Click on “Finalize Cart.”



- Once the requisition has been reviewed, select “Submit Requisition” in the upper right section of the cart to submit the cart into workflow for approvals.

