You should only assign a substitute Requestor that already has the Requestor role assigned to them.

You will not receive any notifications of carts that were rerouted during your absence and the fact that the cart was sent to a substitute doesn’t show in the history of the item.

Accessing Carts Area

Within eSHOP, click the Shop icon, then My Carts and Orders, then select the View Carts link.

You can choose to assign a substitute for all requisitions assigned to you during your absence.

Assigning a Substitute for ALL Requisitions

1. Click Assign Substitute.
2. Enter the Last Name of the person you wish to assign as your substitute. Click on Search.
3. Click [select] to the right of your substitute requestor’s name.
4. When the Shopper assigns a cart to you during your absence they will receive a notification that their cart went to your chosen substitute.
   **Note:** If the Shopper does not want to retain this substitution there are instructions for how to unassign the cart.

Ending Substitution

1. Click on the “carts” tab.
2. If you want to end substitution for ALL requisitions, click End Substitution.
3. You will now receive all carts assigned to you.