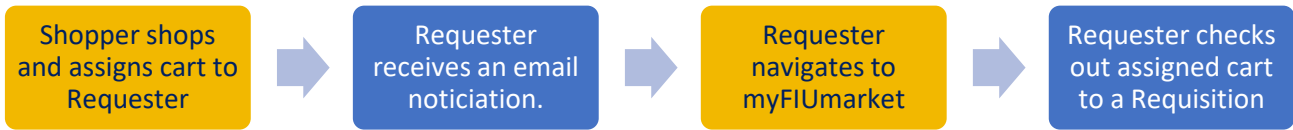
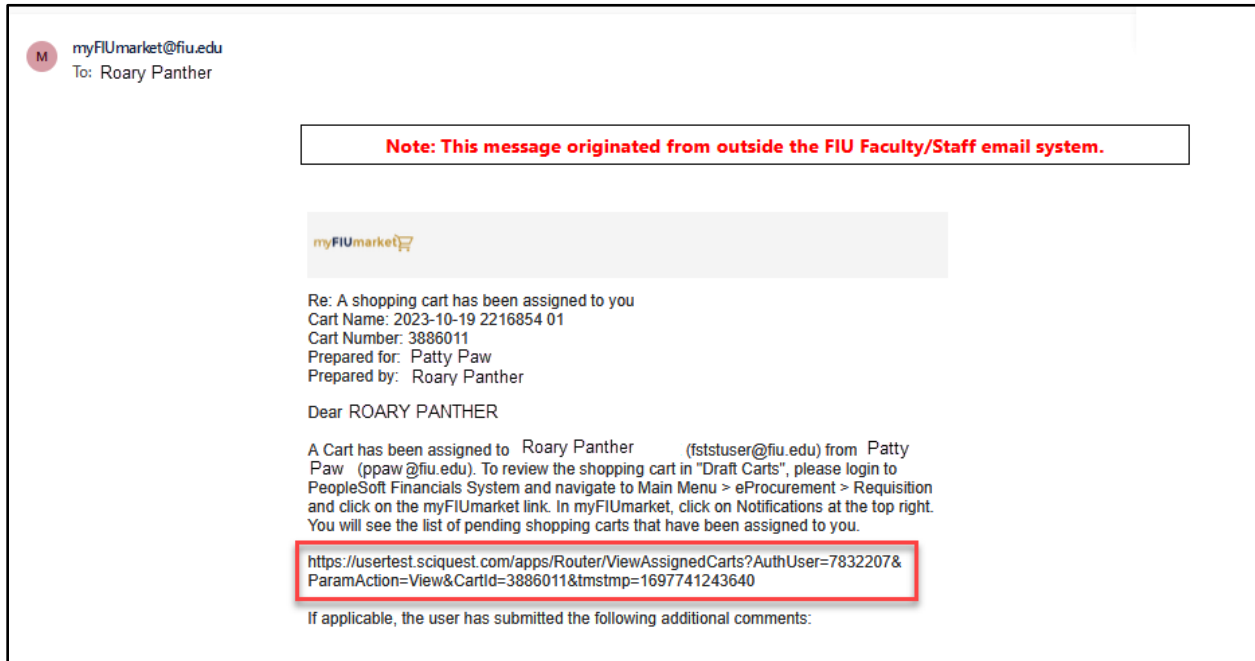


### How Requesters Access Assigned Carts

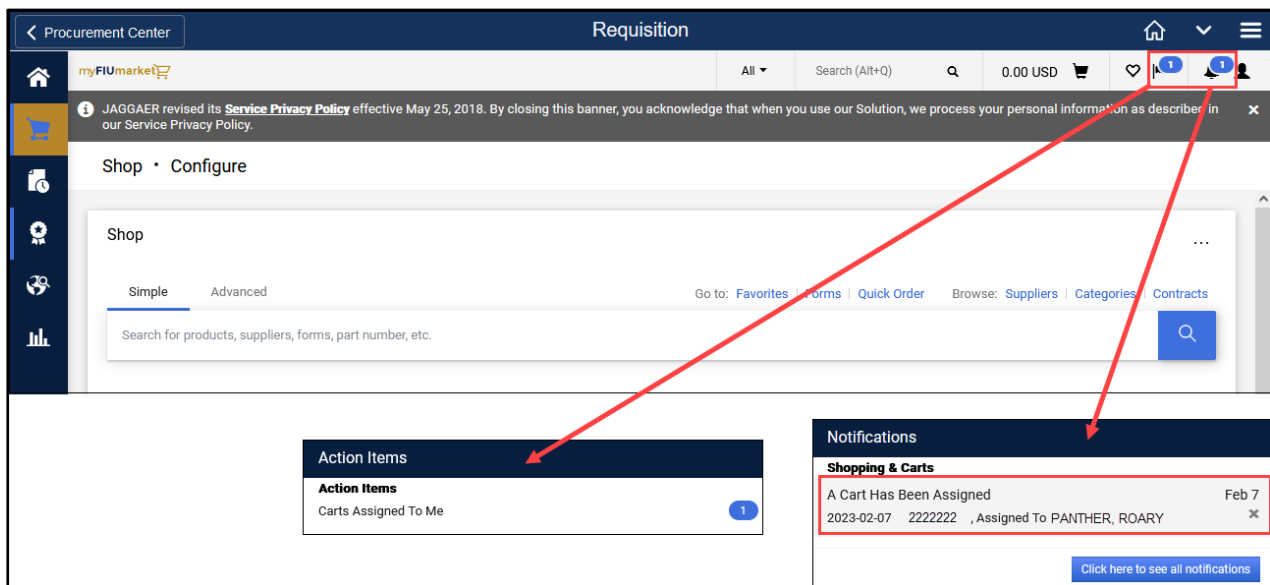
Requesters may be tasked with processing myFIUmarket carts to Requisitions for Shoppers as indicated in the diagram below. This document provides guidance to Requesters on how to access assigned carts.



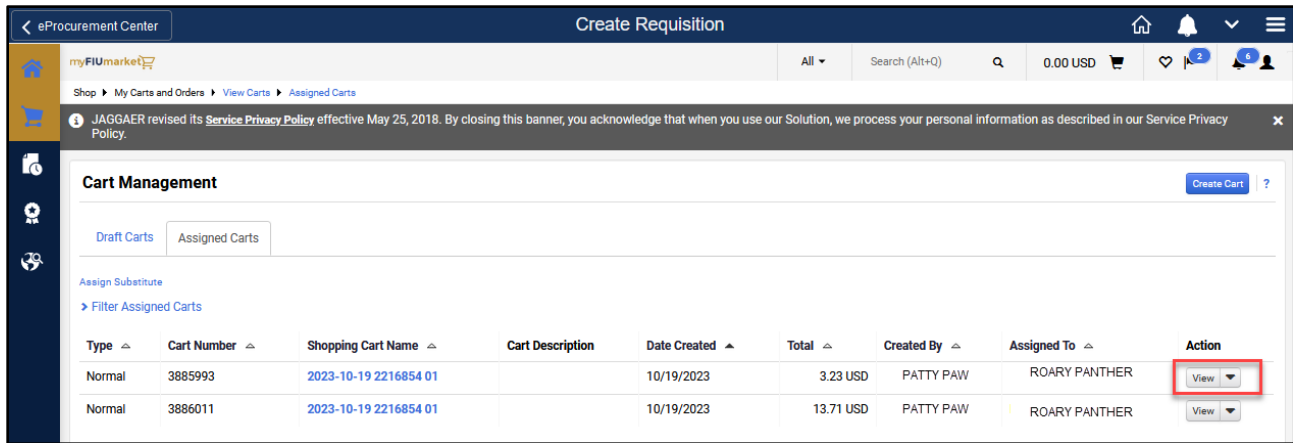
A notification will be sent to the Requester when the [Shopper assigns a cart](#) to them. Notification links do not work, so Requesters must access assigned carts in the myFIUmarket and check them out to a Requisition.



The cart can be found in [PantherSoft Financials](#) by navigating through the eProcurement Center > Create Requisition and clicking the myFIUmarket link. Requestors can click on the alert/notification of the assigned cart(s) and proceed to the **Cart Management** page.



The option **View** from the **Action** dropdown menu allows users to access the cart and click on the **Proceed to Checkout** and **Place Order** buttons to transfer the cart from the myFIUmarket place to the requisition in the Financial System.



Email reminders are sent to both assignor and assignee after five (5) days and every five (5) days thereafter until the cart is unassigned, deleted, or checked out to a Requisition.

After the cart is assigned, ONLY the assignee can modify the cart. If the original Shopper or Requester (assignor) needs to modify the cart, it must be unassigned from "My Carts and Orders". See the [Manage myFIUmarket Shopping Carts](#) section in the Procure to Pay manual for further details.