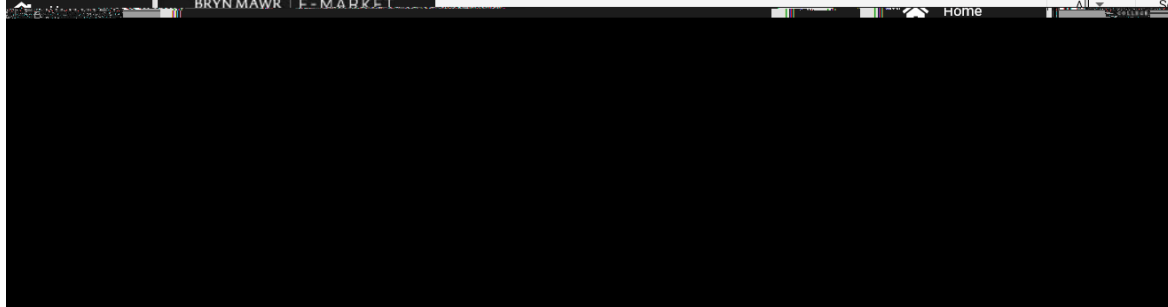


Locate and Open

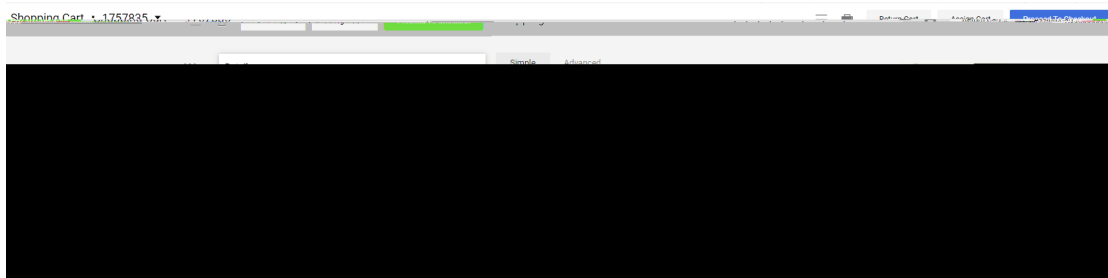
1. Cart assignees will receive an e-mail with a subject of *A shopping cart has been assigned to you* for each cart that has been assigned.
2. Login to E-Market.
3. From the *Shop* menu icon, you will be on the *Cart Management*



5. Click on *Draft Carts* under *Shopping Cart Name* click the shopping cart you want to open in blue



7. The *Summary* page opens. A *Requisition number* is assigned and appears at the top of the screen. **Proceed to Checkout**



Shopper Cart Assignee Checkout

8. In the *Accounting Codes* section, review BMC account number (Fund-Account Code-Dept-Project) for accuracy. If updates are needed, click .

9. The *Edit Accounting Codes* window will appear. Update account parts or add splits if needed by clicking on the . When finished, click .

10. If you would like to add/change any other information in the cart, i.e.,