This document outlines the process the Cart Approver uses to review and approve a cart and assign it to an Assignee.

1. Cart Approver receives an email confirmation to approve a cart.

2. Click on the link in the email or paste this URL into your browser: on
https://solutions.sciquest.com/apps/Router/Login?OrgName=Georgia&URL=

3. Login as Cart Approver’s by entering user name and password.

4. Click on Carts and then Active Shopping Carts on the left menu bar OR click on Action Items in the upper right corner of the screen to view carts assigned to you for approval.

5. Click on Shopping Cart Name link and View Cart screen with details.

6. To Return Cart to the Shopper who assigned cart for approval, click Return Cart.
7. Add Justification comments which are required to return the cart.

Cart Approver will receive a confirmation page upon clicking on Return. Shopper will receive an email from the Cart Approver.

8. To approve the cart, click on Proceed to Checkout, add Comments and Attachments needed for justification for Requesters, and assign the cart to the designated Requester.

9. Cart Approver will receive confirmation on the screen. Requester will receive and email confirmation from the Cart Approver for a given Shopper. Shopper will not receive an email confirmation of the cart status.

Click on Logout.