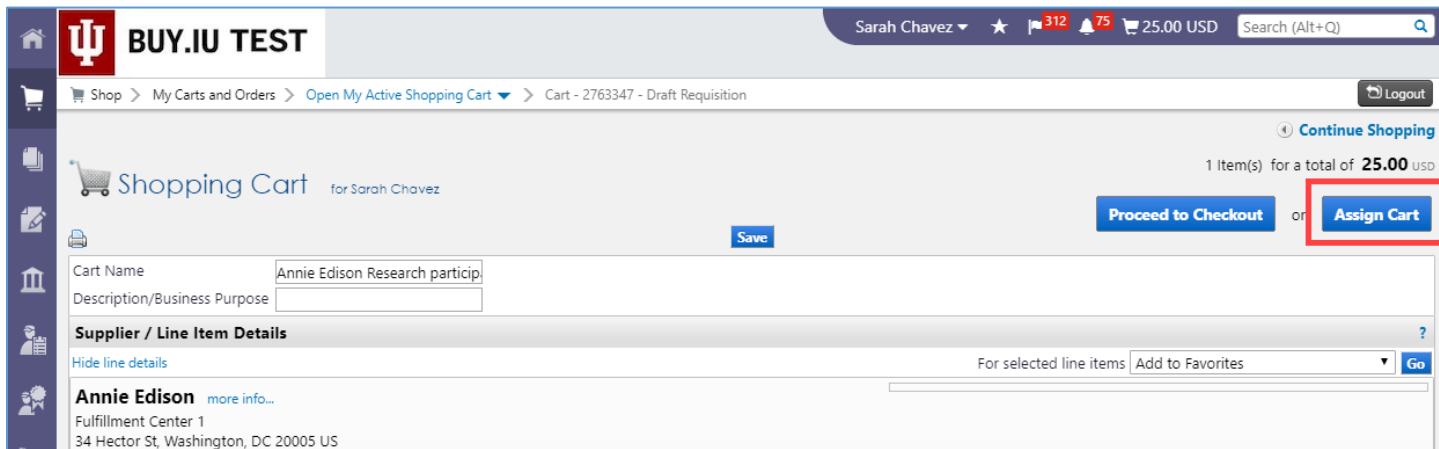


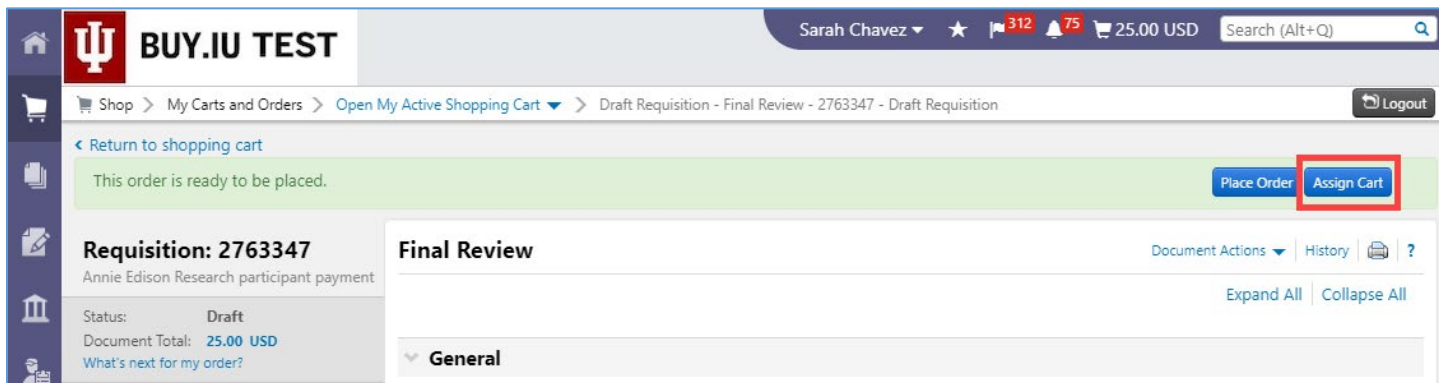
Save a Draft Requisition

Prior to submission into workflow, Requisitions exist as draft Carts in BUY.IU. Assign the cart to yourself to save your work and return the Requisition at a later time.

In the Shopping Cart or Requisition, click the **Assign Cart** button in the upper right-hand corner.

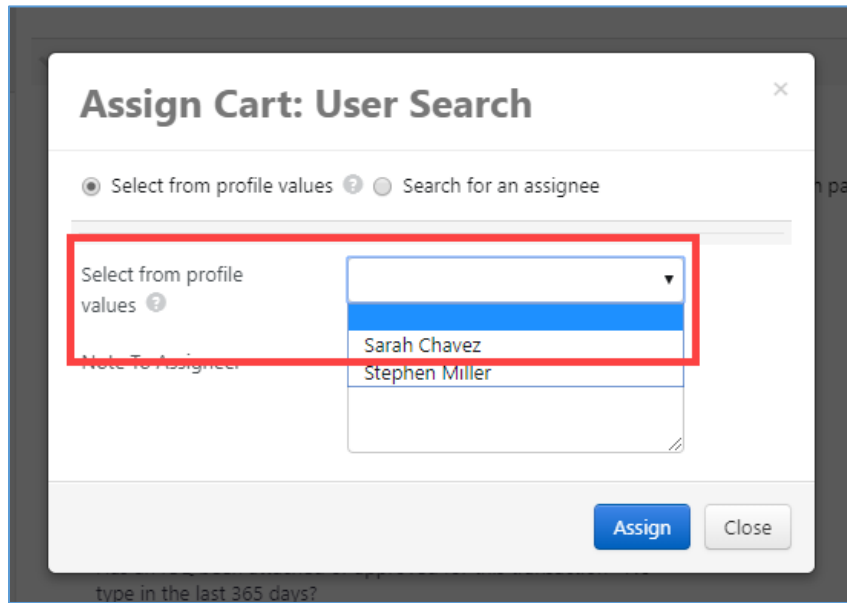


Shopping Cart view

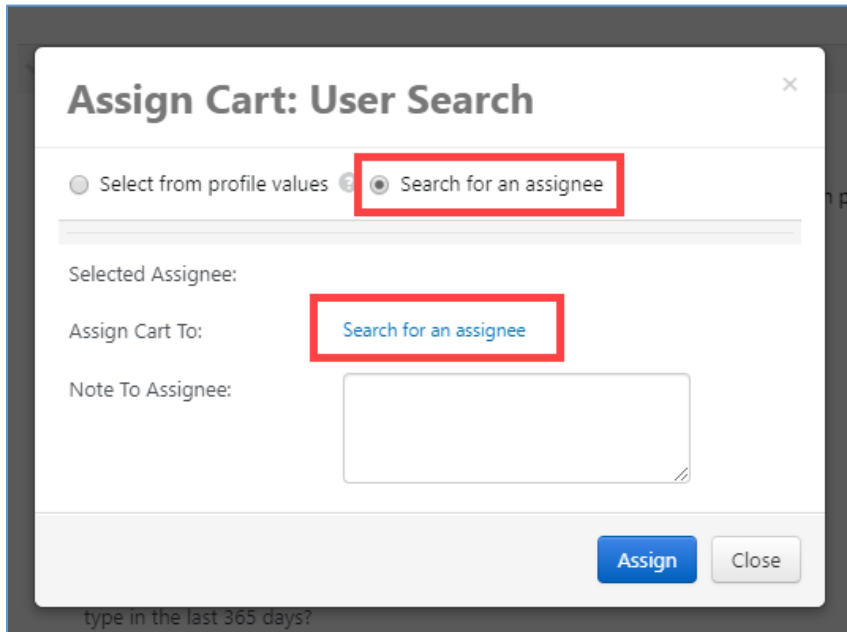


Requisition view

A dialog box opens. If you've saved yourself as a cart assignee, choose your name from the **drop-down menu** and click **Assign**.



Otherwise, choose **Search for an assignee** to search for yourself.



BUY.IU opens a new window. Search for yourself by entering your username in the **Email** field and clicking **Search**.

User Search ?

Last Name ?

First Name ?

University ID ?

Email ?

Business Unit ? Q

Department ?

Position ?

Role ?

Results Per Page

Search

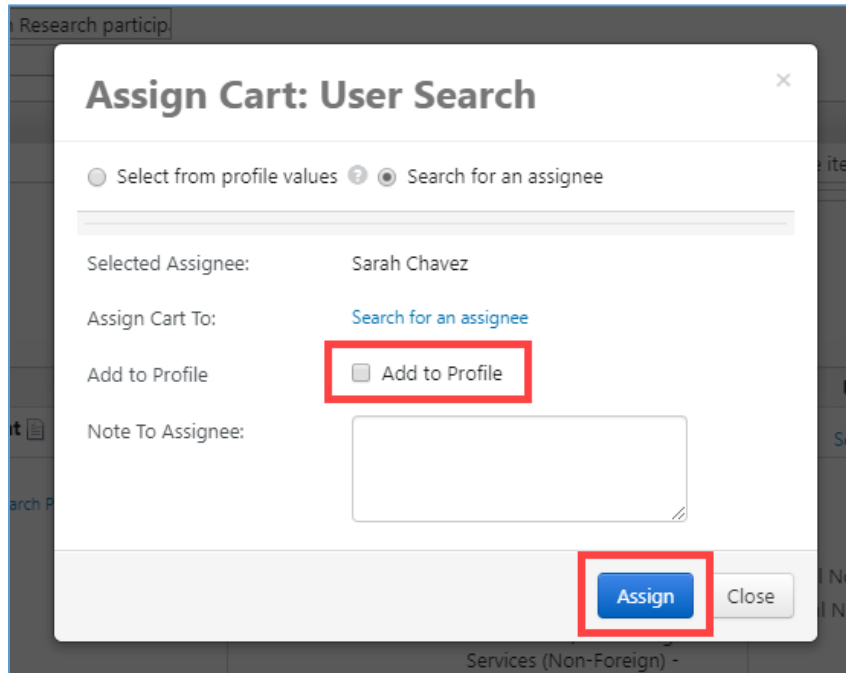
Click **select** next to your name to return your information to the Cart.

[New Search](#)

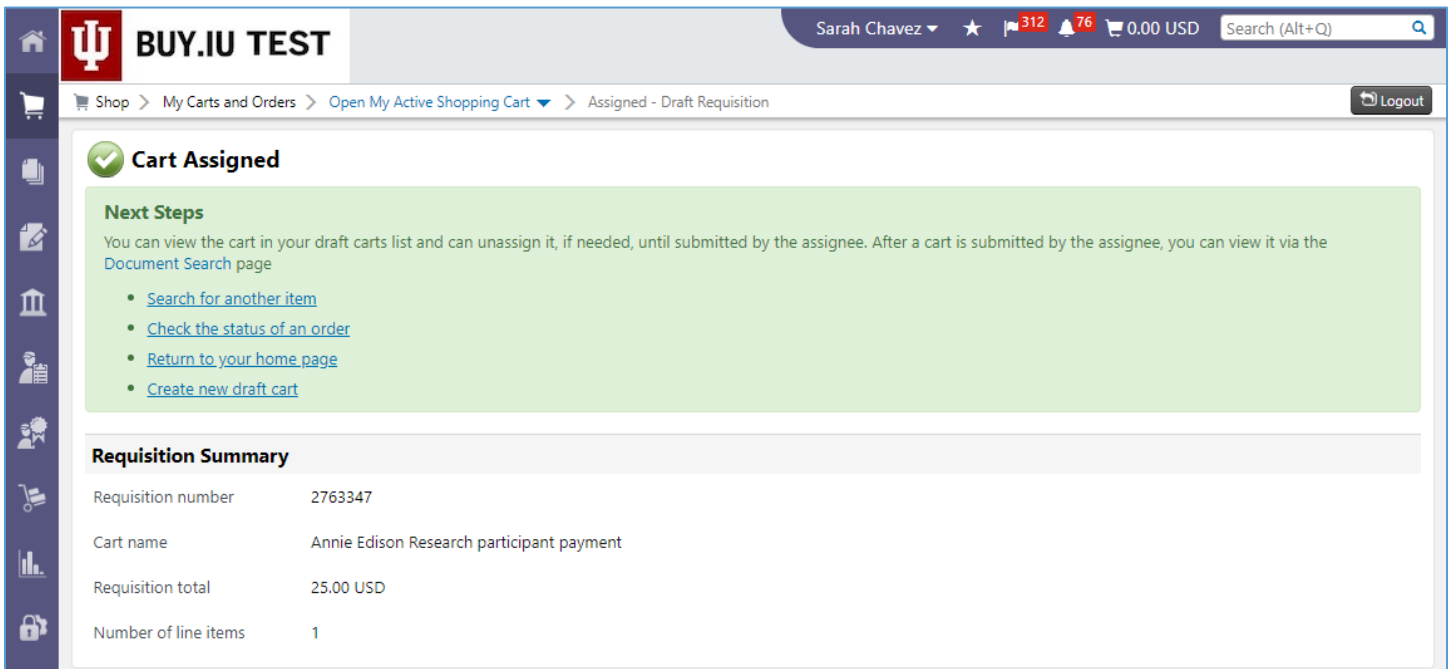
Name ▲	User Name ▲	Email ▲	Phone	Action
Chavez, Sarah	0002000838	schavez2@iu.edu	+1 812-856-4574	[select]

Check the box next to **Add to Profile** to save yourself as a cart assignee to your user profile. In the future, your name will be available from a drop-down menu for quicker access.

Click **Assign** to assign the cart to yourself and save the draft for later.



BUY.IU displays a confirmation screen like the one below.



Cart Assigned

Next Steps

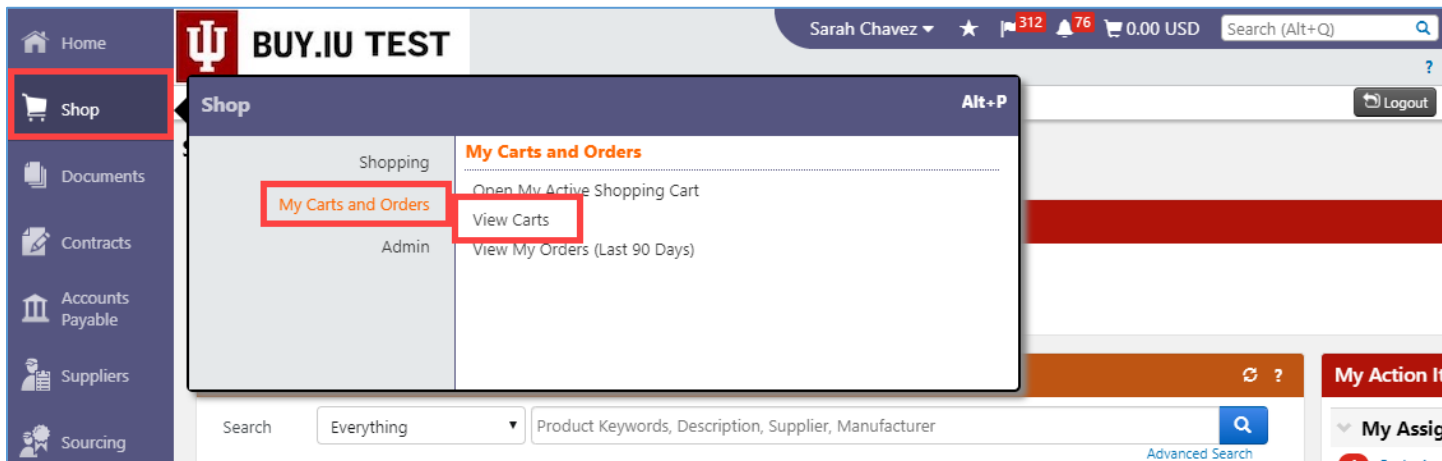
You can view the cart in your draft carts list and can unassign it, if needed, until submitted by the assignee. After a cart is submitted by the assignee, you can view it via the [Document Search](#) page

- [Search for another item](#)
- [Check the status of an order](#)
- [Return to your home page](#)
- [Create new draft cart](#)

Requisition Summary

Requisition number	2763347
Cart name	Annie Edison Research participant payment
Requisition total	25.00 USD
Number of line items	1

Return to your draft order by navigating to the **View Carts** section of **My Carts and Orders** in the **Shopping** module.



Draft orders are available in the **Draft Carts** tab. Click the **Shopping Cart Name** to activate the Cart and continue working on the Requisition.

