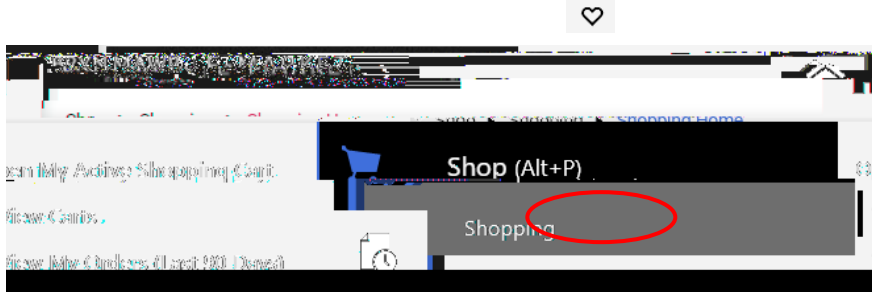
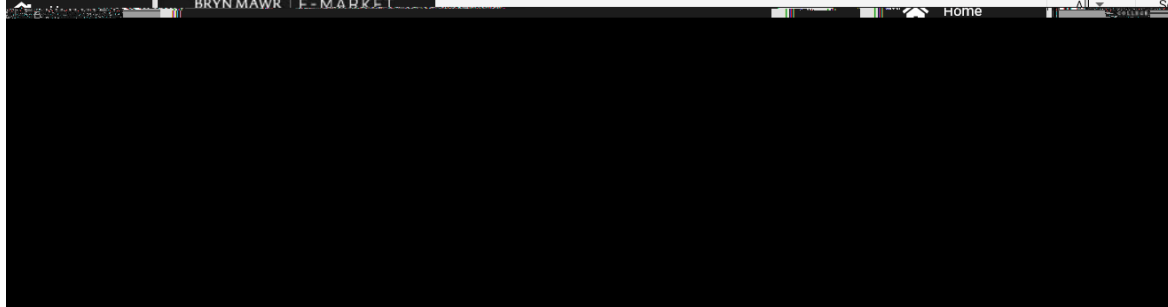


Locate and Open

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

