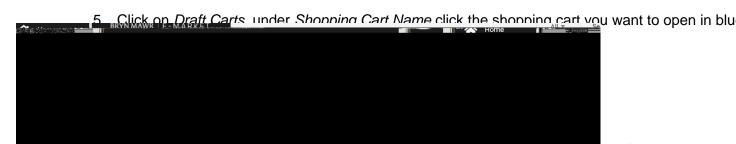


Shopper Cart Assignee Checkout

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, 2k4. You will be on the Cappalylanagement







7. The Summary page opens. A Requisition numberoised to Checkout nd appears at the top of the screen



8.	In the <i>Accounting Codes</i> section, review BMC account number (Fund-Account Code-Dept-Project) for accuracy. If updates are needed, click .
9.	The <i>Edit Accounting Codes</i> 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.,