ELAWARE EXCHANGE

Adding Requesters (Assignees) to Your Profile Revised 4/4/2023



How Can a Shopper Submit an Order?

- A Shopper can *create* but **cannot** *submit* an order for approval in UD Exchange.
- A Shopper will need to assign their order to a Requester who will prepare and/or review the draft requisition for allocation, business justification, and required attachments.
- Once the draft requisition has been reviewed, the Requester will submit it for approval on the Shopper's behalf.
- A Shopper should contact their department business administrator to determine who they should select as their Requester.
- UD Exchange offers system users the option to add specific Requesters (also referred to as "Assignees") to their user profile for convenience when assigning their shopping carts.
- This guide will illustrate how to add a Requester to your profile.



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To *remove* a Requester from your Profile click **Remove** for that Requester.



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Questions:

procurement@udel.edu

Resources:

- Procurement Services Website
- <u>Assigning and Unassigning Shopping Carts to and from Requesters</u>

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