Instruction Guide

Assigning My Cart to a Requestor

Overview
Use this instruction guide to learn how to assign your myUF Market shopping cart to a Requestor to place your order. The Requestor will process the cart into a requisition, entering it into approval workflow before a purchase order is created and dispatched to the vendor. Set up your User Profile in the myUF Market system to make the process faster – you may choose to set up PCard, Shipping, Billing and ChartField information to automatically default in the requisition, saving the Requestor time and streamlining your order. You may also choose frequent assignees to add to your profile. Refer to the instruction guide, “Setting Up Your User Profile” for instructions.

To access myUF Market as a shopper:
1. Log on to http://my.ufl.edu using your Gator Link username and password.
2. Click My Self Service > Click myUF Market for the UF_N_MKT_Shopper role.
3. Click eProcurement > Click myUF Market for the UF_N_MKT_Shopper_Req role (to shop).

To access myUF Market as a Requestor or approver:
1. Log on to http://my.ufl.edu using your Gator Link username and password.
2. Click eProcurement > Click myUF Market.

Using the Assign Cart link
1. When finished shopping, click the Cart icon dollar amount in USD link at the top of the page > View My Cart in the flyout menu.
2. Click the Proceed to Checkout button to edit PCard, Ship To, Billing and ChartField information, or Click the Assign Cart button to assign the cart to a Requestor.

- The Assign Cart pop-up screen displays.

Assign Cart

Assign Cart To: Select from profile values
Search for an assignee

Note To Assignee:

expand | clear

Note: After a cart is submitted, it can be viewed via History. Prior to being submitted, the cart can be viewed in Draft Carts and can be unassigned (withdrawn) if needed.
Assigning My Cart to a Requestor

Selecting a Requestor

1. The cart will be assigned to the name listed by **Assign Cart To:** or use the dropdown to find requestors saved in your Profile and select one, or click the **Search for an Assignee** link to find and select a Requestor.

   **User Tip:** If you assign the cart to someone outside your department, call or make arrangements first. The requisition will still route to financial approvers per **Dept ID** in the requisition’s ChartFields.

2. Enter a note if needed in the **Note to Assignee** box.
3. Click the **Assign** button.

The Requisition

1. The Requestor may complete the requisition and enter **Ship To**, **Bill To**, ChartFields and other information.
2. Communicate with your Requestor and see if completing your **User Profile** will default these fields to make the process faster.
   - Your order will move quicker with this information already in the requisition for the Requestor.
3. The Requestor may decide to return the cart to you for additional information.
   - Sign up to be notified by e-mail in the **User Profile**.
     - Select the e-mail option: “Cart PR rejected/returned”.
     - For more information, please see the instruction guide “Setting Up Your User Profile”.
4. Retrieve the returned cart: click the **Cart icon** dollar amount in **USD** > **View My Cart**
   - In the breadcrumbs click the **Open My Active Shopping Cart** link > click **View Draft Shopping Carts** in the flyout menu.
5. Shopping carts that have been returned will have a round green arrow next to it to designate returned.

<table>
<thead>
<tr>
<th>Active Cart</th>
<th>Cart Number</th>
<th>Shopping Cart Name</th>
<th>Date Created</th>
<th>Cart Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1089461</td>
<td>2014-02-03 mpshopper 01</td>
<td>2/3/2014</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1095156</td>
<td>2014-02-14 mpshopper 01</td>
<td>2/14/2014</td>
<td></td>
</tr>
<tr>
<td></td>
<td>352055</td>
<td>lab supplies for Robertson</td>
<td>12/14/2009</td>
<td>lab supplies for Robertson</td>
</tr>
</tbody>
</table>

Modifications to a requisition by a Requestor to whom you have assigned your cart will appear in the History tab of the requisition. To retrieve the requisition by Requisition number:
Assigning My Cart to a Requestor

1. Click the **magnifying glass icon** in the top right of the myUF Market website.
2. In the flyout search menu; change the dropdown to **Requisition Number** and enter the number in the **Search** field.
3. Then click the **magnifying glass icon** in the right margin of the **Search** field.

4. The system will display the requisition. Click the History tab to view the actions taken on it.

Tracking My Order

1. Track the status of your order using the **My Requisitions** page and the **PO History** page for queries. Refer to instruction guides for these.
2. Sign up for **e-mail notifications** to notify you on the status of the requisition in your User Profile.
3. The system will automatically send an e-mail reminder to requestors and shoppers for assigned carts with no activity for 4 days or longer.
4. The system will also send an e-mail to requestors and shoppers when their cart has been processed if their cart has been consolidated with other carts/requisitions to send one order to a supplier.

For further assistance, e-mail procurement@ufl.edu or contact the Procurement Services Help Desk at 392-1335