Instruction Guide
Processing a Cart from a Shopper

Overview
In myUF Market, shoppers will assign their shopping carts containing their selected items for purchase to a requestor. The requestor processes the cart as a requisition and places the order. Because the requestor may receive several carts daily from shoppers, requestors need to establish good business practices for managing these carts. The system will send e-mail reminders to requestors and shoppers for assigned carts with no activity for 4 days or longer. This instruction guide is for requestors.

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

Checking for Carts Assigned to the Requestor
There are three ways to check if a cart has been assigned to you:

1. Set up your e-mail notifications to alert you when a cart has been assigned to you
   a. Click on Your Name at the top > View My Profile > Email Preferences > Click the dropdown box next to Cart Assigned Notice and select E-mail
   b. Refer to the instruction guide, “Setting Up Your User Profile”.

2. Check the Action Items link on the menu bar at the top of the page. A number in the red box beside the word “Action Items” indicates the number of items needing your attention. Click Action Items > in the flyout that opens, click the Carts Assigned To Me link to view them.

3. The third way is to navigate by clicking the Shop icon on the left menu > My Carts and Orders > View Draft Shopping Carts
   • Carts assigned to you display under the Drafts Assigned to Me heading.

Reviewing the Draft Carts Page – Drafts Assigned to Me Section

1. To process a cart, click its name.
2. Are there any notes from the Shopper?
3. View it and check it for any questions you may have from the shopper.
   • Make sure it has a name.
   • If not enter one to make it easy to find later. Names can be viewed system wide.
4. You may change the vendor for selected lines in a Cart for all forms by using the dropdown option, “Change Supplier” Note: You must first check the selected line in the Select All checkbox.

5. While in the Cart, use the dropdown at the top-right and select “Change Supplier”.
   a. A Supplier Search box will appear so you can enter the supplier and search for it.
   b. Select the supplier and click Save.
   c. The cart will now send the order to the new supplier selected.

6. You may return the cart to the Shopper with an explanation by clicking the Return Cart button next to the Cart Name.

Processing the Shopper’s Cart as a Requisition

1. Click the Proceed to Checkout button on the top right to process as a requisition.
2. If the shopper has a User Profile set up, the Bill To, Ship To, and ChartFields, some or all, may already be completed per the User Profile.
3. Refer to the instruction guide, “Completing a Requisition” to complete the requisition and place the order.
4. Any changes made to a requisition assigned to a requestor will now also show in the requisition’s History tab, viewable by the shopper, requestor and approver.
Suggested Best Business Practices for Requisitioners Managing Shoppers’ Carts

1. Check your carts daily so they do not accumulate.
2. Set time aside on a regular basis to process the carts—preferably once a day.
3. You may consolidate carts to go to the same vendor thus save on shipping.
   a. Select lines in a cart by clicking the checkboxes.
   b. Use the dropdown and select “Add to Draft Cart.”
   c. A dialog box will open with a list of draft carts.
   d. Select the one you need.
   e. Remember, one vendor per requisition.
4. Work with your shoppers
   a. Let them know your timeframe for checking on carts and processing.
      • “I check once a day”.
      • “I need a one-day turnaround time to get your order in”.
5. Make sure to read notes entered in their carts.
6. Encourage them to complete their User Profiles and their E-mail Notifications. Refer to the instruction guide, “Setting Up Your User Profile”.
   • This will enter their defaulted requisition information every time.
   • They will be alerted to the progress of their orders.

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