

**Assigning My Cart to a Requestor**

**Overview**

Use this instruction guide to learn how to assign your myUF Marketplace 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 Marketplace 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 Marketplace as a shopper:

1. Log on to **http://my.ufl.edu** using your Gator Link username and password.
2. Click **Nav bar > Main Menu > My Self Service > myUF Marketplace** for the UF\_N\_MKT\_Shopper role.
3. Click **Nav bar > Main Menu > Financials > eProcurement > myUF Marketplace** for the UF\_N\_MKT\_Shopper\_Req role (toshop).

To access myUF Marketplace as a Requestor or approver:

1. Log on to **http://my.ufl.edu** using your Gator Link username and password.
2. Click **Nav bar > Main Menu > Financials > eProcurement > myUF Marketplace**.

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 Prior to being submitted, the cart can be viewed in Draft Carts and can be unassigned (withdrawn) if needed.

**Assign** **Cancel**

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### 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** on the left-hand menu, then **My Carts and Orders**, then **View Carts**.
5. Shopping carts that have been returned will have a round green arrow next to it to designate returned.

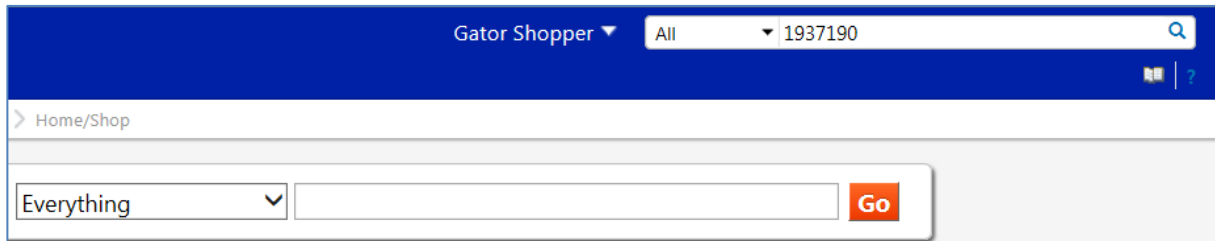
The screenshot shows the 'myuf market' website interface. At the top, there is a navigation bar with 'Gator Shopper', a star icon, a flag icon, a notification bell with '14', and a shopping cart icon with '0.00 USD'. A search bar is on the right. Below the navigation bar, the breadcrumb trail reads: 'Shop > My Carts and Orders > View Carts > Draft Carts > Draft Carts'. The main content area is titled 'Cart Management' and includes a 'Create Cart ?' button. A 'Draft Carts' tab is active. Below the tab, there is a 'Filter Draft Carts' link. A table displays the following data:

Type ▲	Cart Number ▲	Shopping Cart Name ▲	Date Created ▲	Cart Description	Total ▲	Action
Normal	1802840	2017-03-20 ufshopper...	3/20/2017	UFDSP00011361 UF Health J/2924	55.00 USD	View ▼

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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:

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



3. 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 **View My Orders (Last 90 Days)** 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](mailto:procurement@ufl.edu) or contact the Procurement Services Help Desk at 352 392-1355.