

Overview

In myUF Marketplace, 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. This instruction guide is for requestors.

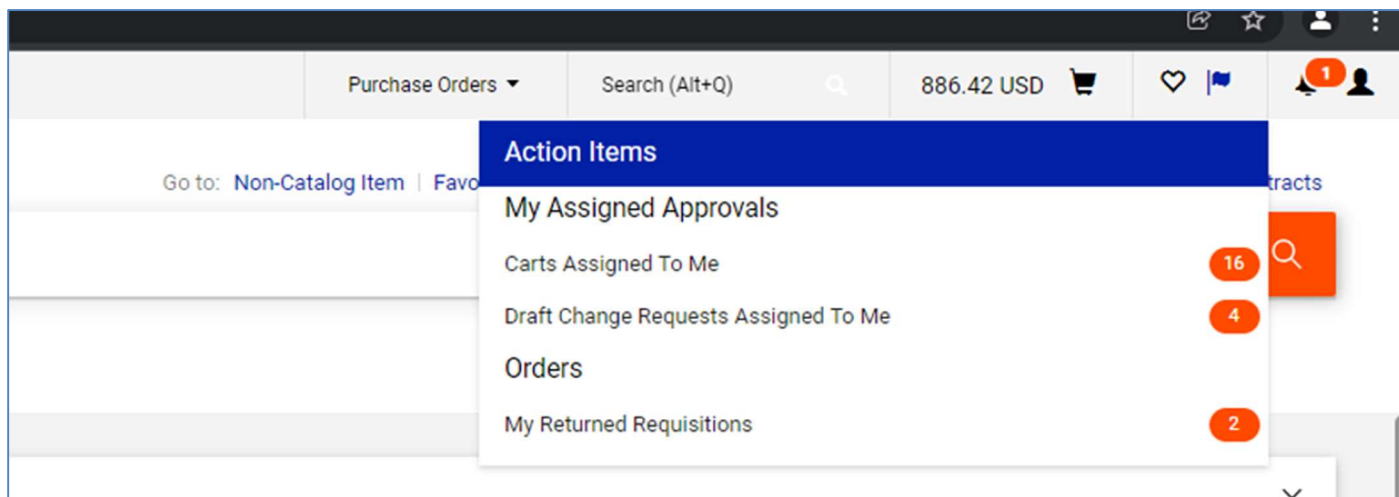
To access myUF Marketplace as a requestor:

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.**

Checking for Carts Assigned to the Requestor

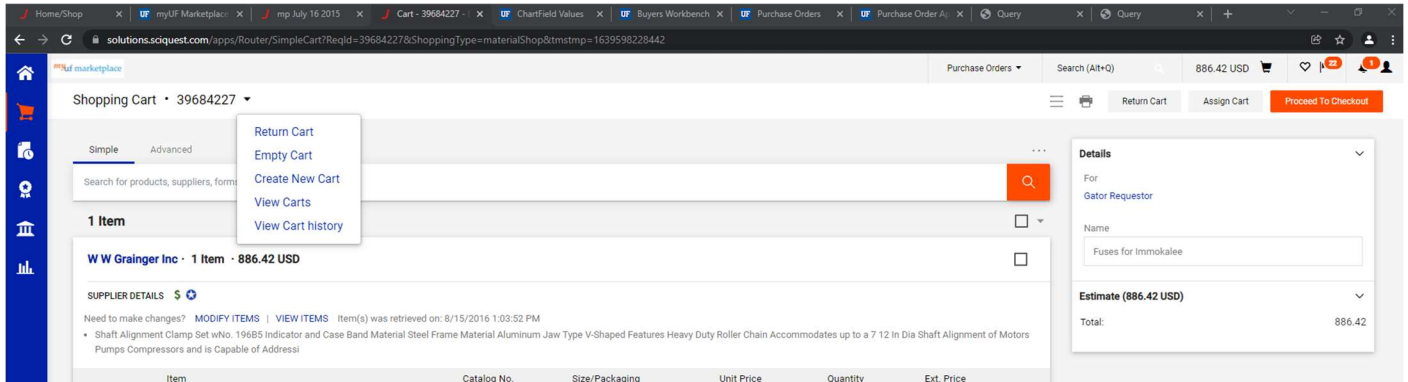
There are four ways to check if a cart has been assigned to you:

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** flag on the menu bar at the top of the page. A number in the red box indicates the number of items needing your attention. Click **the flag, and** in the flyout that opens, click the **Carts Assigned To Me or the Draft Change Requests Assigned to Me** links to view them.



3. The third way is to navigate by clicking the **Shop icon** on the left menu > **My Carts and Orders > View Carts**
 - Carts assigned to you display under the **Assigned Carts tab.**

4. **You may also navigate to View Carts from within an open draft cart.** Click on the black triangle to find View Carts:



Reviewing the View Carts Page – **Assigned Carts** tab:

Type	Cart Number	Shopping Cart Name	Cart Description	Date Created	Total	Created By	Assigned To	Action
Normal	39684227 Active	Fuses for Immokalee		5/15/2013	886.42 USD	Gator Shopper	Gator Requestor	View
Normal	51662933	2014-06-25 21428690 01		6/25/2014	0.00 USD	Marianne Preisler	Gator Requestor	View
Normal	55648393	2014-10-27 21428690 01		10/27/2014	12,000.00 USD	Marianne Preisler	Gator Requestor	View
Normal	64153995	2015-07-15 21428690 01		7/15/2015	468.00 USD	Marianne Preisler	Gator Requestor	View
Normal	64199468	2015-07-16 21428690 01		7/16/2015	109.20 USD	Marianne Preisler	Gator Requestor	View
Normal	68449850	2015-11-13 21428690 01		11/13/2015	432.37 USD	Marianne Preisler	Gator Requestor	View
Normal	69319811	Dec 10 test		12/10/2015	20.00 USD	Marianne Preisler	Gator Requestor	View
Normal	79427927	2016-09-23 ufshopper 01		9/23/2016	83.52 USD	Gator Shopper	Gator Requestor	View

On this page you can:

- Click on the column headers to sort by that column header, such as Total or Date Created
- Assign a Substitute (for when you are out of the office and your carts will go to a substitute requestor) by clicking the Assign Substitute link and searching for a user. Select someone preferably in your department. Carts assigned to you will automatically forward to your substitute, and they can complete and submit the cart. When you return, the link will change to Remove Substitute so you will be able to remove the substitute.
- Create a New Cart (use the button on the top right) to create a fresh new active cart
- View, Return, Delete or Activate a cart (use the View button all the way to the right)
- Search for a cart (click the Filter Assigned Carts link to open the search box)

You may enter anything you know about the cart including Date Created, then click Filter to find.

Processing and evaluating the cart:

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.

Refer to the instruction guide, "Completing a Requisition" to complete the requisition and place the order.

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 saving on shipping and multiple deliveries; use the Consolidating a Cart instruction guide.
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 information into a cart 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.