

Temporary Substitution for Requestors

<u>Overview</u>

Use this instruction guide to assign a substitute requestor to receive your assigned carts from your department shoppers while you are out of the office for a certain period of time. When you return, you may un-assign your substitute to resume receiving assigned carts from your shoppers. This instruction guide is for those with the role **UF N MKT Reguestor**.

To access myUF Marketplace as a requestor:

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

Navigate to the Draft Carts page

- 1. Click **Cart** icon or the dollar amount in **USD** on the top menu bar, and then click the **View My Cart** button.
- 2. Near the cart number, click the **black triangle**, select View Carts to see your draft carts

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0	Simple Advanced Search for products, suppliers, forms, 0 Items	Empty Cart Create New Cart View Carts View Cart history		 Q	Details For Gator Requestor		~
щ	Your shopping cart is empty! Click here to start shopping				Estimate (0.00 USD)	21	0.00

Click the Assigned Carts tab to see the **Assign Substitute link**. Click on this link to open.

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The User Search page will display.

1. Enter the last name and first name of the requestor you would like as your substitute inyour absence, and then click the **Search** button.

Last Name 😡	wood	
First Name 😧	Theresa	
User Name 😧		
Email 9		
Role 😧		~
Results Per Page	10 🗸	

2. At the results, click the **Select** link by the name of the preferred requestor.

New Search						
Name 🔺	User Name 🛆	Email 🗠	Phone	Action		
Wood Theresa	16366167	woodth@ufl.edu	+1 352-294-1150	[select]		

3. The Assigned Carts tab will display the name of the substitute and a link, "End Substitution" for when you return to the office.

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4. When your departments Shoppers assign their carts to you, they will get a **confirmation page** indicating that the cart has been assigned to your substitute!

For more help, e-mail <u>procurement@ufl.edu</u> or contact Procurement Services Help Desk at 392-1335.