

Temporary Substitution for Requestors

Overview

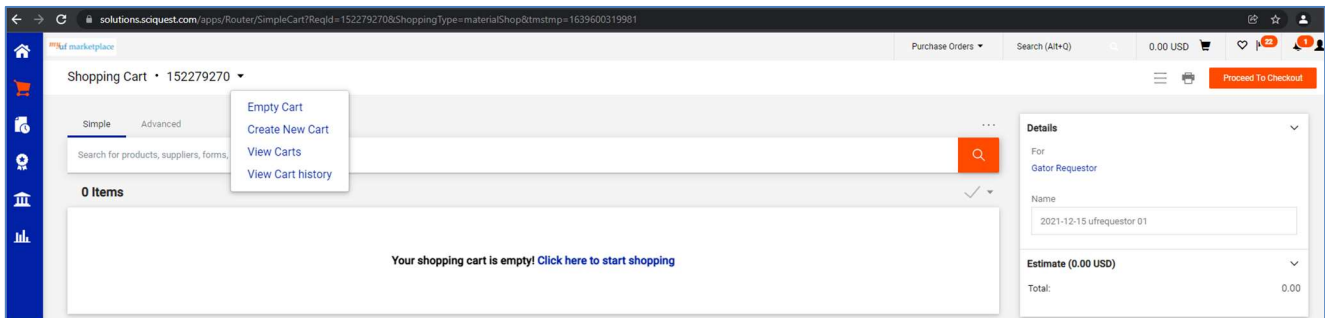
Use this instruction guide to assign a substitute requestor to receive your assigned carts from your department shoppers while you are out of the office for a certain period of time. When you return, you may un-assign your substitute to resume receiving assigned carts from your shoppers. This instruction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

To access myUF Marketplace as a requestor:

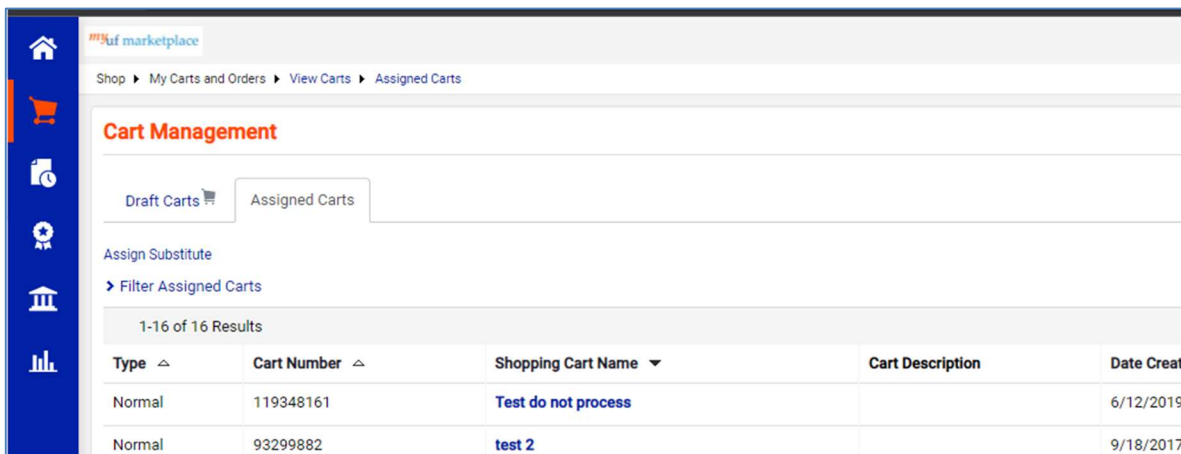
- Log on to **http://my.ufl.edu** using your Gator Link username and password.
- Click **Nav bar > Main Menu > Financials > eProcurement > myUF Marketplace**.

Navigate to the Draft Carts page

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



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



The **User Search** page will display.

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

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

| 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.

| Type | Cart Number | Shopping Cart Name | Cart Descrip |
|--------|-------------|---------------------|--------------|
| Normal | 119348161 | Test do not process | |

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 procurement@ufl.edu or contact Procurement Services Help Desk at 392-1335.