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:
   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.

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.

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

4. When your department's 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.