Instruction Guide
Consolidating Carts in myUF Marketplace

Overview

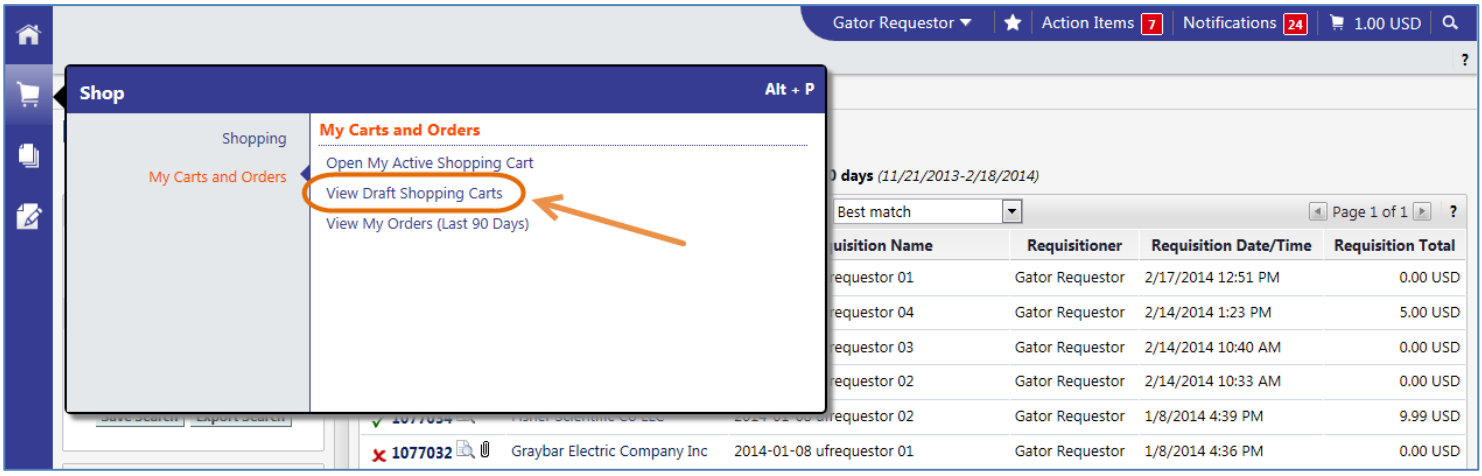
Use this instruction guide to consolidate shopping carts into one cart to process a single requisition to a vendor. Some vendors, such as Mister Paper/Office Depot, offer incentives for orders over a certain amount, such as free shipping for orders for more than $50.00. Consolidating smaller orders will save UF and your department money and is more sustainable because it reduces deliveries. This instruction guide is for Requestors (those with the UF_N_MKT_REQUESTOR role). Please keep in mind that requisitions with more than one billing, shipping, PCard and vendor may generate more than one purchase order.

Access myUF Marketplace

1. Navigate to http://my.ufl.edu/ and logging in with your Gatorlink username and password.
2. Click **Nav bar > Main Menu > My Self Service > myUF Marketplace**.

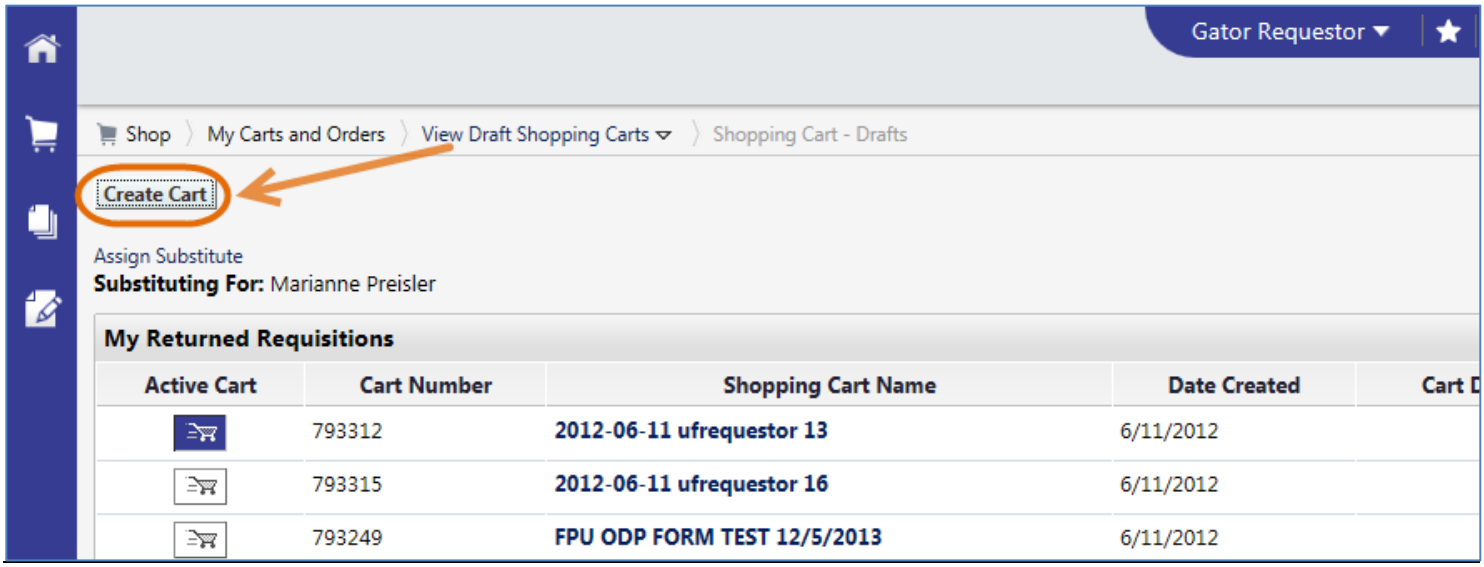
To view your current carts:

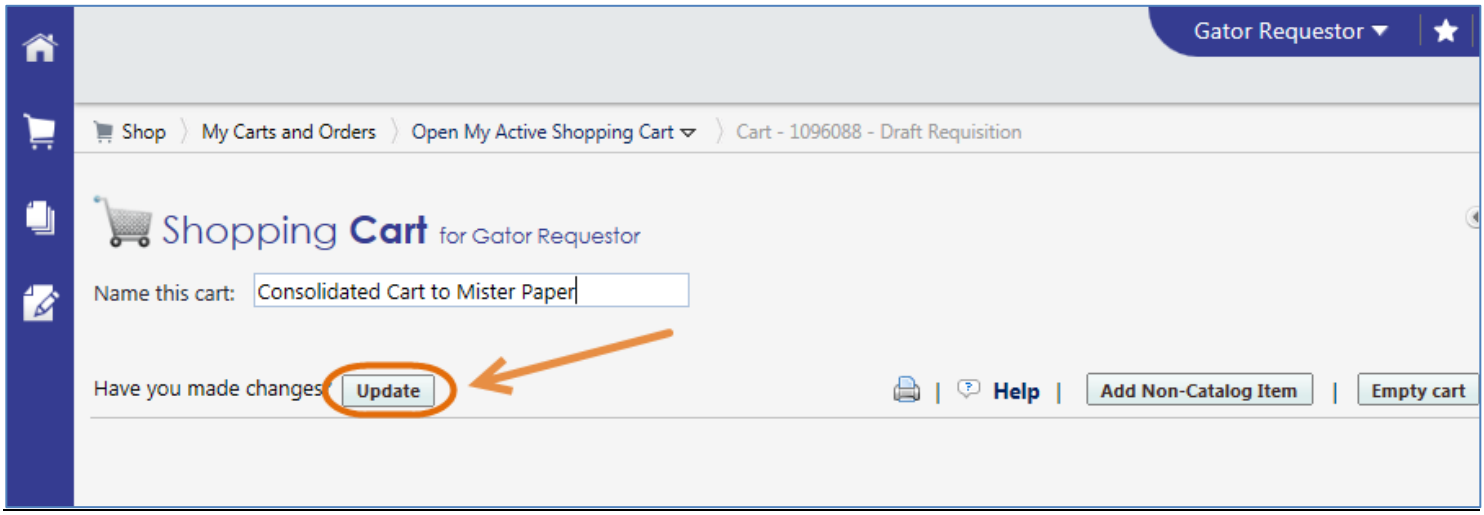
1. Click the **Shopping Cart** icon on the left side of the page **>** Click **My Carts and Orders > View Draft Shopping Carts.**



To create a "master" cart:

1. You may consolidate carts into a draft cart or you may create a new one for consolidating.
    - Note: The system won't allow adding lines from one **assigned** cart to another **assigned** cart. This is why you would need to create a new cart for consolidating.
2. To consolidate carts, create a "master" cart and give it an easy-to-find name, for example, "Consolidated Cart to Mister Paper".
    a. To do so, click the **Create Cart** button.
    b. Name it and click the **Update** button.





To consolidate carts:

- Note: You may want to let your shoppers know that for certain vendors, assigned carts may be consolidated and this may delay their order. Also, if they signed up for e-mail notifications, the cart number may change when consolidated. They will receive an e-mail from the system when their original order is processed even after consolidation.

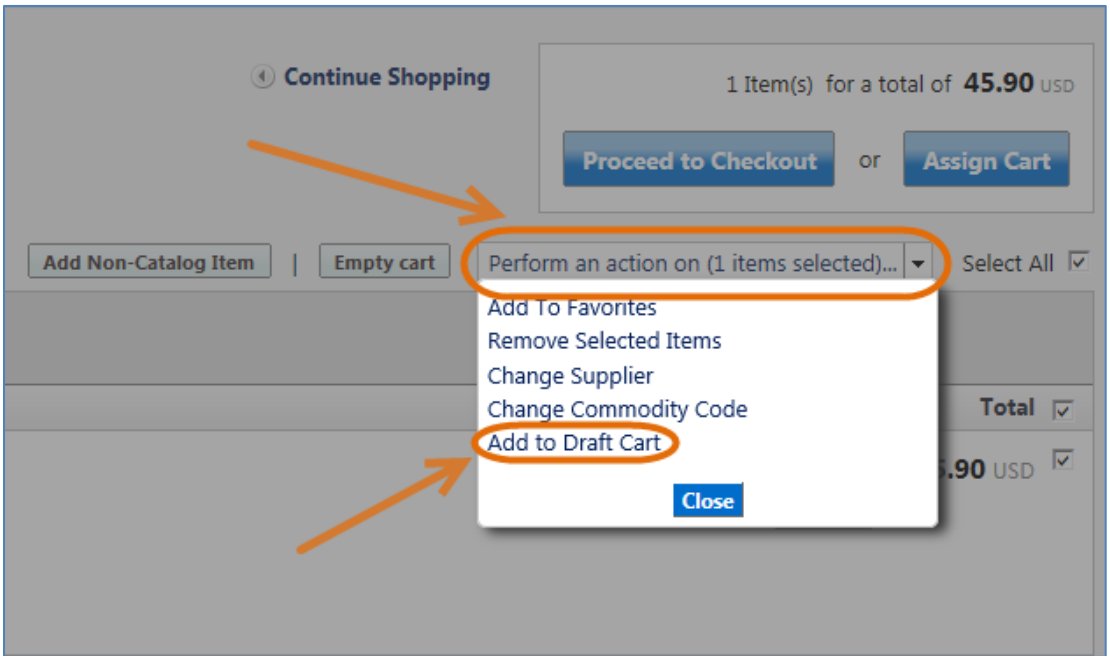
1. Find your draft carts or assigned carts, by clicking the **Open My Active Shopping Cart** breadcrumb link at the top of your cart > **View Draft Shopping Carts**.

2. Open each cart to be consolidated by clicking the Shopping Cart Name.

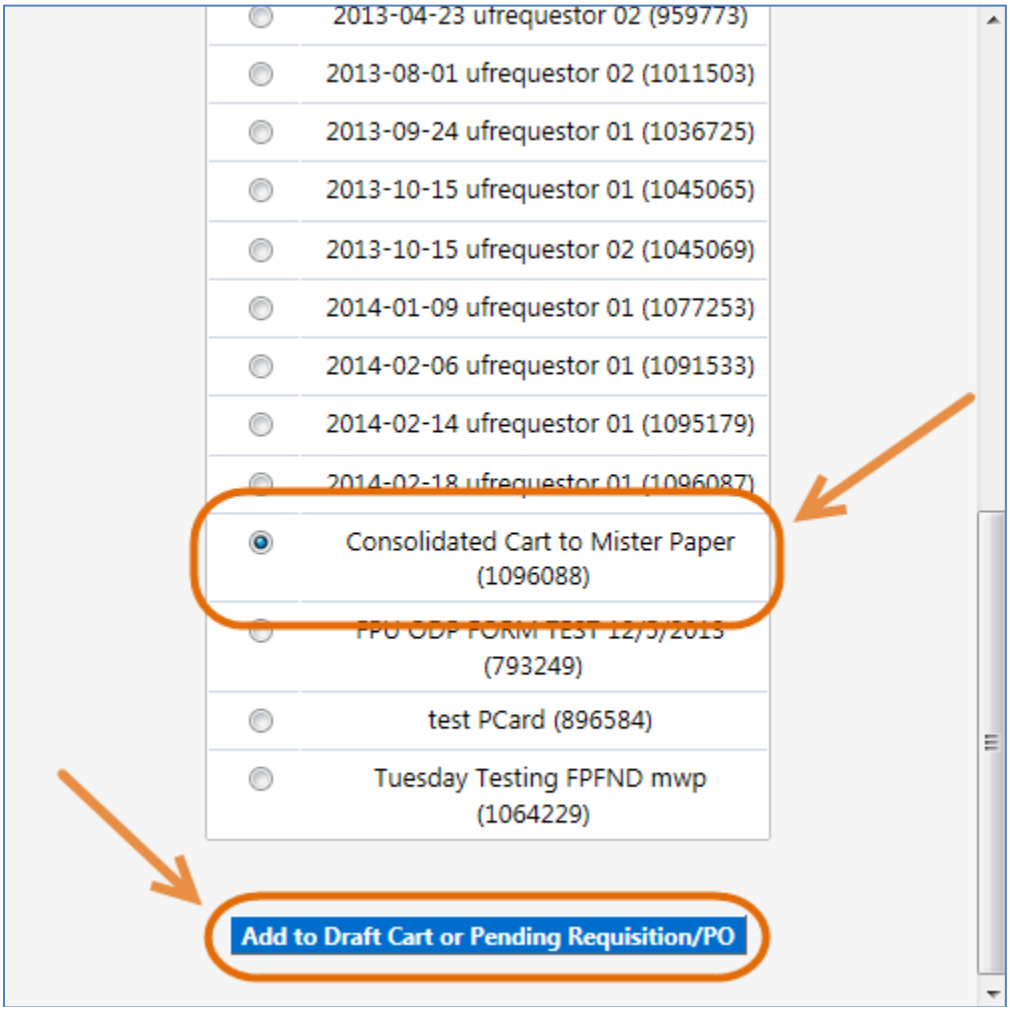
   a. Check the box of the line item you would like to copy into the master cart, or check the Total box to copy all the lines beneath it.

   b. myUF Marketplace automatically groups line items in a cart by vendor. Make sure the vendor is the same one as in the "master" cart.
      - Note: Add to Draft Cart or Pending PR will not copy requisition information such as Billing, Shipping, ChartFields and PCard.

3. Click the line at the top **"Perform an Action for Selected Lines"** and then click on **Add to Draft Cart.**



   a. The system will display a list of available draft carts or pending purchasing requisitions--find your "master" cart by the name you gave it.
   b. Click the option button next to the "master" cart you have prepared.
   c. Click the **Add to Draft Cart or Pending Requisition/PO** button at the bottom.
   d. The system will copy the selected lines into the "master" cart.



4. Repeat these steps for each cart that you would like to consolidate.

    a. The original carts will remain as **My Drafts** which you may delete.
    b. The History tab for the new requisition will show the requisition numbers of the original requisitions and state "New line added – draft" for each line added.

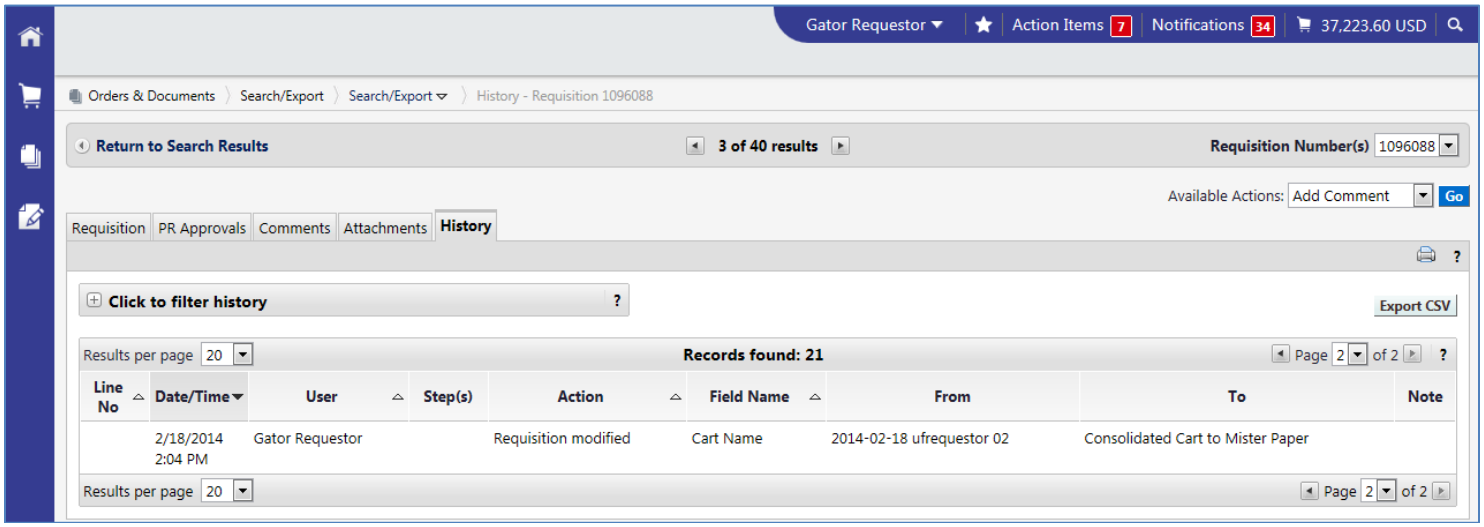
To view and process the consolidated "master" cart:

1. To review the consolidated cart, navigate to the **View Draft Shopping Carts** page.
2. Find the consolidated "master" cart by name and click the **Shopping Cart Name** link**.**
3. Click **Proceed to Checkout** at the top.
4. Complete any ChartField, Shipping or Billing information if information needed is different. See the "Completing a Requisition in myUF Marketplace" instruction guide.

To view a record of the carts that were consolidated:

1. Click the **History** tab from the consolidated requisition.

a. The **From** column will show all the cart numbers (Requisition) that were consolidated.
b. The **Action** column will say "Requisition modified".



For additional help e-mail procurement@ufl.edu or call the Procurement Services Help Desk at 392-1335.