

## **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. The system will send e-mail reminders to requestors and shoppers for assigned carts with no activity for 4 days or longer. This instruction guide is for requestors.

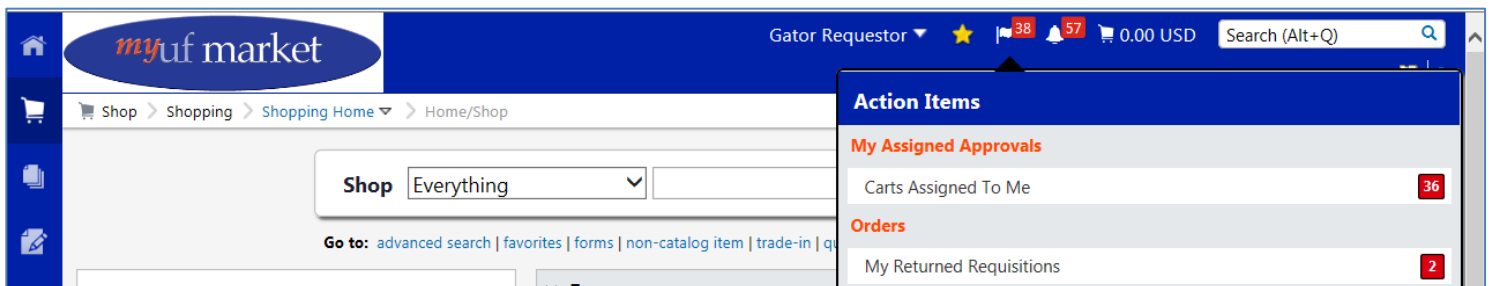
### To access myUF Marketplace as a requestor:

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 three 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** link on the menu bar at the top of the page. A number in the red box beside the word "Action Items" indicates the number of items needing your attention. Click **Action Items** > in the flyout that opens, click the **Carts Assigned To Me** link 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.**

### Reviewing the View Carts Page – Assigned Carts tab.

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.

4. You may change the vendor for selected lines in a Cart for all forms by using the dropdown option, "Change Supplier" Note: You must first check the selected line in the **Select All** checkbox.
5. While in the Cart, use the dropdown at the top-right and select "Change Supplier".
  - a. A Supplier Search box will appear so you can enter the supplier and search for it.
  - b. Select the supplier and click **Save**.
  - c. The cart will now send the order to the new supplier selected.
6. You may return the cart to the Shopper with an explanation by clicking the **Return Cart** button next to the Cart Name.

#### Processing the Shopper's Cart as a Requisition

1. Click the **Proceed to Checkout** button on the top right to process as a requisition.
2. If the shopper has a **User Profile** set up, the Bill To, Ship To, and ChartFields, some or all, may already be completed per the User Profile.
3. Refer to the instruction guide, "Completing a Requisition" to complete the requisition and place the order.
4. Any changes made to a requisition assigned to a requestor will now also show in the requisition's History tab, viewable by the shopper, requestor and approver.

The screenshot shows a web application interface for requisitions. At the top, there are navigation tabs: Requisition, PR Approvals, Comments, Attachments, and **History** (highlighted with an orange circle and arrow). Below the tabs is a table with the following data:

Line No	Date/Time	User	Step(s)	Action	Field Name	From	To	Note
	2/18/2014 2:04 PM	Gator Requestor		Requisition modified	Cart Name	2014-02-18 ufrequestor 02		Consolidated Cart to Mister Paper

#### 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 thus save on shipping.
  - a. Select lines in a cart by clicking the checkboxes.
  - b. Use the dropdown and select "**Add to Draft Cart.**"
  - c. A dialog box will open with a list of draft carts.
  - d. Select the one you need.
  - e. Remember, one vendor per requisition.
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 requisition information every time.
  - They will be alerted to the progress of their orders.

For further assistance, e-mail [procurement@ufl.edu](mailto:procurement@ufl.edu) or contact Procurement Services at 392-1335.