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. At the breadcrumbs on the top left of the page, click the Open My Active Shopping Cart link, and then click the View Draft Shopping Carts link.

Use the Assign Substitute Feature
   1. Under the Create Cart button, click the “Assign Substitute” link.

   2. The User Search page will display.
      a. Enter the last name of the requestor you would like as your substitute in your absence, and then click the Search button.
      b. At the results, click the Select link by the name of the preferred requestor.
3. Your Draft Carts will display the name of the substitute and a link, “End Substitution” for when you return to the office.

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.