

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:

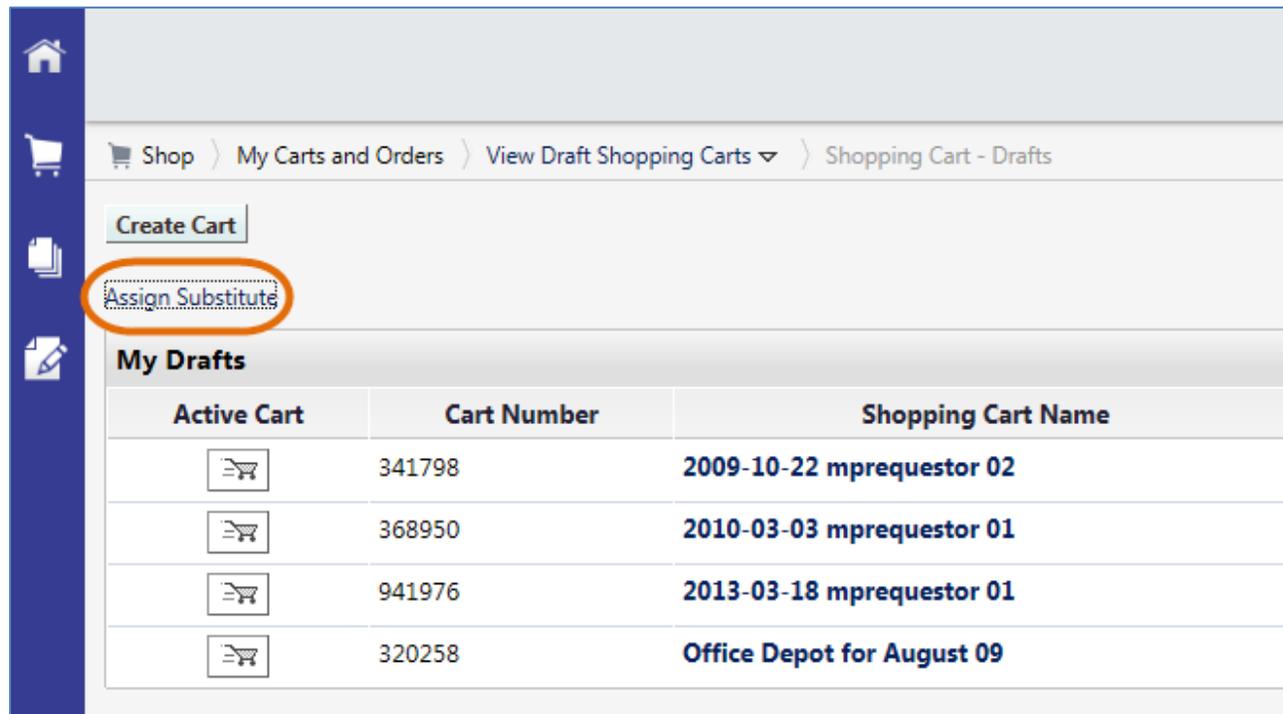
- Log on to **http://my.ufl.edu** using your Gator Link username and password.
- Click **Nav bar > Main Menu > Financials > eProcurement > myUF Marketplace**.

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.
- 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

- Under the Create Cart button, click the "**Assign Substitute**" link.



The screenshot shows the myUF Marketplace interface. The breadcrumb trail is: Shop > My Carts and Orders > View Draft Shopping Carts > Shopping Cart - Drafts. Below the breadcrumb trail, there is a 'Create Cart' button and a link labeled 'Assign Substitute' which is circled in red. Below the 'Assign Substitute' link is a section titled 'My Drafts' containing a table with the following data:

Active Cart	Cart Number	Shopping Cart Name
	341798	2009-10-22 mprequestor 02
	368950	2010-03-03 mprequestor 01
	941976	2013-03-18 mprequestor 01
	320258	Office Depot for August 09

- The **User Search** page will display.
 - Enter the last name of the requestor you would like as your substitute in your absence, and then click the **Search** button.
 - At the results, click the **Select** link by the name of the preferred requestor.

New Search Close				
Results per page	10	Users meeting the search criteria: 1		Page 1 of 1 ?
Name	User Name	Email	Phone	Action
Substitute, Joe	12345678	substitute@ufl.edu		[select]

- Your Draft Carts will display the name of the substitute and a link, “**End Substitution**” for when you return to the office.

Shop > My Carts and Orders > View Draft Shopping Carts > Shopping Cart - Drafts

[Create Cart](#)

Current Substitute: Joe Sub [End Substitution](#)

My Drafts

Active Cart	Cart Number	Shopping Cart Name

- 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!

Shopping Cart Information ?

Congratulations! Your cart was successfully assigned for further review.

You requested to assign the shopping cart: **2010-07-21 mpshopper 01** to user: **Marianne Preisler** That individual is currently not available and has assigned a substitute in their absence. As a result, your cart has been assigned to: **Gator Requestor**

For more help, e-mail procurement@ufl.edu or contact Procurement Services Help Desk at 392-1335.