

Using the View Carts to Organize Your Carts

Overview

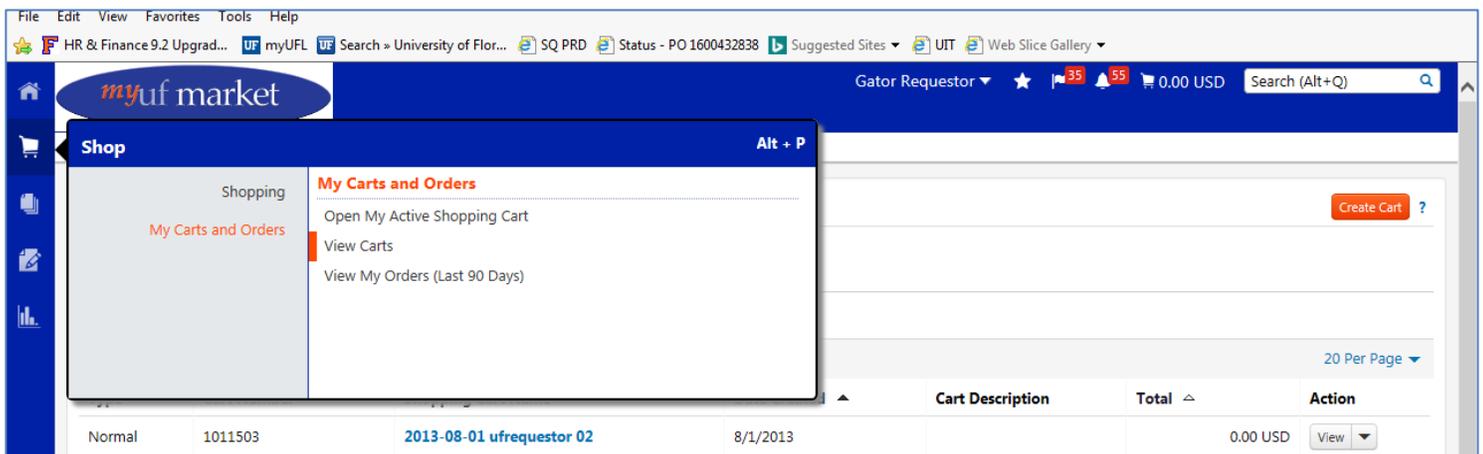
Use this instruction guide to learn how to use the new **View Carts** page in myUF Marketplace, replacing the View Draft Shopping Carts page. This new page organizes carts by tabs at the top, allows column heading sort by Cart Number, Shopping Cart Name, Date Created, Cart Description, and Total, and each tab provides a filter to easily search and find the cart you need. This includes returned carts (from your requestor) and requisitions (returned by approvers and buyers). Use the tabs at the top to find Draft Carts, and Assigned Carts if you are a requestor. You may still use View My Orders (Last 90 Days) to find rejected requisitions and orders that have been placed.

Access myUF Marketplace by navigating to <http://my.ufl.edu> and logging in with your Gatorlink username and password, and navigate by:

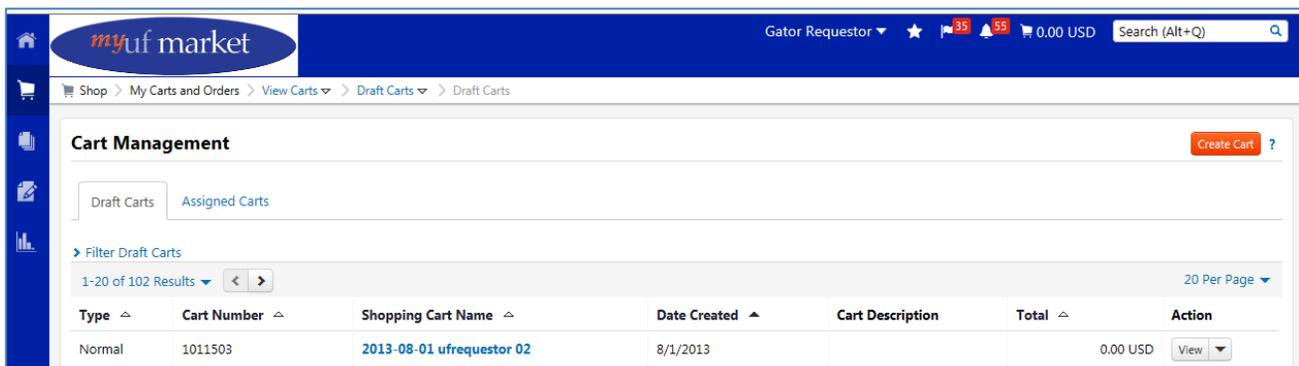
- Clicking **Nav bar > Main Menu > My Self Service > myUF Marketplace** for UF_N_MKT_Shopper role.
- Clicking **Nav bar > Main Menu > Financials > eProcurement > myUF Marketplace** for UF_N_MKT_Shopper_Req role (to shop only) UF_N_MKT_Requestor and UF_N_MKT_Financial Approver.

Steps

- Click on the Carts icon on the left-hand menu, then My Carts and Orders, then View Carts.



- If you are a Requestor, click the **Assigned Carts** tab at the top to view all the carts assigned to you to review, complete and place as an order.



Using the View Carts to Organize Your Carts

- Click on Filter Assigned Carts to view the ones you need and prioritize.

Cart Management Create Cart ?

Draft Carts Assigned Carts

Assign Substitute
Substituting For:
Marianne Preisler

[Filter Assigned Carts](#)

1-20 of 38 Results 20 Per Page

| Type | Cart Number | Shopping Cart Name | Date Created | Assigned To | Created By | Total | Action |
|--------|-------------|-----------------------------|--------------|-----------------|----------------------------------|-----------|--------|
| Normal | 269915 | test prepared for | 2/20/2009 | Gator Requestor | Karen Frank Procurement Services | 1.00 USD | View |
| Normal | 793249 | FPU ODP FORM TEST 12/5/2... | 6/11/2012 | Gator Approver | Gator Requestor | 10.00 USD | View |

- For **assigned carts**, you may filter by Cart Name, Number, Date Created, Prepared For User (the shopper that assigned the cart to you) and/or Assigned User. Click Filter to view results.

Cart Management

Draft Carts Assigned Carts

Assign Substitute
Substituting For:
Marianne Preisler

[Filter Assigned Carts](#)

Cart Name

Prepared for User

Cart Number

Assigned to User

Date Created

- For **draft carts**, you may filter by Cart Name, Cart Number, Date Created, Cart Type or Cart Status:

Using the View Carts to Organize Your Carts

Cart Management Create Cart

Draft Carts

Filter Draft Carts

Cart Name Cart Type

Cart Number Cart Status

Date Created

| Type | Cart Number | Shopping Cart Name | Date Created | Cart Description | Total | Action |
|--------|-----------------------------|-------------------------|--------------|--------------------------------|-----------|-------------------------------------|
| Normal | 1802840 Active | 2017-03-20 ufshopper 01 | 3/20/2017 | UFDSP00011361 UF Health J/2924 | 55.00 USD | <input type="button" value="View"/> |

6. At any time, you may click the column headings to sort in ascending or descending order.

Cart Management Create Cart ?

Draft Carts

Assign Substitute
Substituting For:
Marianne Preisler

Filter Assigned Carts

Cart Name Prepared for User

Cart Number Assigned to User

Date Created

1-7 of 7 Results 20 Per Page

| Type | Cart Number | Shopping Cart Name | Date Created | Assigned To | Created By | Total | Action |
|--------|-------------|------------------------|--------------|-----------------|--------------|---------------|-------------------------------------|
| Normal | 1540820 | 2016-03-28 84735380 01 | 3/28/2016 | Gator Requestor | Jim Mcelveen | 2,351.36 USD | <input type="button" value="View"/> |
| Normal | 1621889 | 2016-07-22 84735380 01 | 7/22/2016 | Gator Requestor | Jim Mcelveen | 183.35 USD | <input type="button" value="View"/> |
| Normal | 1621899 | 2016-07-22 84735380 01 | 7/22/2016 | Gator Requestor | Jim Mcelveen | 3,400.92 USD | <input type="button" value="View"/> |
| Normal | 1821728 | 2017-04-06 84735380 01 | 4/6/2017 | Gator Requestor | Jim Mcelveen | 80.81 USD | <input type="button" value="View"/> |
| Normal | 1821730 | 2017-04-06 84735380 01 | 4/6/2017 | Gator Requestor | Jim Mcelveen | 1,000.00 USD | <input type="button" value="View"/> |
| Normal | 1876006 | 2017-06-02 84735380 01 | 6/2/2017 | Gator Requestor | Jim Mcelveen | 10,000.00 USD | <input type="button" value="View"/> |
| Normal | 1937191 | Test 2 Punchout jcm | 7/17/2017 | Gator Requestor | Jim Mcelveen | 1,491.51 USD | <input type="button" value="View"/> |

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Tip: Use this chart to know when to use which page:

| To Find: | Go To This Page in <u>myUF</u> Market: | Go to this user: |
|---|---|--|
| Rejected Requisitions | View My Orders Last 90 Days | Whoever <u>initiated</u> the cart – Shopper or Requestor |
| Returned requisitions | View Carts (in the Assigned Carts tab) | Requestor (Prepared By) |
| Draft Carts (tab) Assigned Carts (tab) Shared Carts (tab) | View Carts (new and sortable with tabs!) | Requestor |
| Draft Carts (tab) Returned carts from Requestor (in Draft Carts tab) | View Carts (new and sortable with tabs!) | Shopper |

For additional help, please contact the Procurement Help Desk at 352 392-1355 or email procurement@ufl.edu.