

[Assigning My Cart to a Requestor]

Use this instruction guide to learn how to assign your myUF Market shopping cart to a requestor to place your order. The requestor will process the cart as a requisition, entering it into approval workflow before a purchase order is created and dispatched to the vendor. Set up your **User Profile** in the myUF Market system to make the process faster – you may choose to set up PCard, Shipping, Billing and ChartField information to automatically default in the requisition, saving the requestor time and streamlining your order. Refer to the instruction guide, "Setting Up Your User Profile" for instructions.

To access myUF Market as a shopper only,

- ▶ Log on to **http://my.ufl.edu** using your Gator Link username and password
 - ▶ **My Self Service > myUF Market** for the UF_N_MKT_Shopper role
 - ▶ **eProcurement > myUF Market** for the UF_N_MKT_Shopper_Req role (to shop)

To access myUF Market as a requestor or approver,

- ▶ Log on to **http://my.ufl.edu** using your Gator Link username and password
- ▶ Navigate to **eProcurement > myUF Market**

Using the Assign Cart link

- ▶ When finished shopping, click the **Active Cart** link at the top of the page to view the cart
- ▶ After editing the cart, when ready to submit, click the **Assign Cart** link in the clickable workflow diagram on the top-right hand side of the page
 - ▶ The Assign Cart pop-up screen displays

Assign Cart ? X

Assign Cart To: Karen Frank
Hide profile values [dropdown]

Note To Assignee: [text area]
expand | clear

Note: After a cart is submitted, it can be viewed via History. Prior to being submitted, the cart can be viewed in Draft Carts and can be unassigned (withdrawn) if needed.

Assign **Cancel**

Selecting a Requestor

- ▶ The cart will be assigned to the name listed by **Assign Cart To:** or
 - ▶ Use the dropdown to find requestors saved in your Profile and select one, or
 - ▶ Click the **Search for an Assignee** link to find and select a requestor



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User Tip: If you assign the cart to someone outside your department, call or make arrangements first. The requisition will still route to financial approvers per **Dept ID** in the requisition's ChartFields

- ▶ Enter a note if needed in the **Note to Assignee** box
- ▶ Click the **Assign** button

The Requisition

- ▶ The requestor may complete the requisition and enter Ship To, Bill To, ChartFields and other information
- ▶ Communicate with your requestor and see if completing your **User Profile** will default these fields to make the process faster
- ▶ Your order will move quicker with this information already in the requisition for the requestor

Tracking My Order

- ▶ Track the status of your order using the **My Requisitions** page and the **PO History** page for queries
 - ▶ Refer to instruction guides for these
- ▶ Sign up for **e-mail notifications** to notify you on the status of the requisition in your User Profile

For further assistance, e-mail myufmarket@ufl.edu or contact Purchasing Services at 392-1331