

[Processing a Cart from a Shopper]

In myUF Market, 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. This instruction guide is for requestors.

To access myUF Market as a requestor,

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

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
 - Check the **Cart Assigned Notice** in the **User Profile** for E-mail Notifications
 - Refer to the instruction guide, "Setting Up Your User Profile"
 2. Check the **Action Items** panel on the Home/Shop page
 - Click on **Approvals** to open the link
 - Click on **Carts Assigned to Me** which displays under **My Assigned Approvals**



3. The third way is to click the **Carts** link on the top menu
 - Click the **Draft Carts** link to view your own draft carts and those assigned to you at the bottom of the page

Reviewing the Draft Carts Page – Drafts Assigned to Me Section

- ▶ At the bottom of the page is the **Drafts Assigned to Me** Section
 - ▶ To process a cart, click the **Shopping Cart Name** to view it
 - Are there any notes from the Shopper? Click the **History** tab to check
 - ▶ Make sure the cart has a name – if not enter one to make it easy to find later – names can be viewed system-wide
 - To enter a name, click **Edit Cart** on the clickable cart path diagram and go to the **Cart Name** field



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Processing the Shopper's Cart as a Requisition

- ▶ Click the **Review** button at the top in the clickable cart path diagram to process as a requisition
- ▶ 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
- ▶ Refer to the instruction guide, "Completing a Requisition" to complete the requisition and place the order

Suggested Best Business Practices for Requisitioners Managing Shoppers' Carts

- ▶ Check your carts daily so they do not accumulate
- ▶ Set time aside on a regular basis to process the carts – preferably once a day

- ▶ You may consolidate carts that go to the same vendor thus save on shipping, for example
 - ▶ Select lines in a cart by clicking the checkboxes
 - ▶ Use the dropdown and select "Add to Another Cart"
 - A dialog box will open with a list of draft carts
 - Select the one you need
 - Remember, one vendor per requisition
 - Please refer to the instruction guide, "Consolidating Carts in myUF Market"

- ▶ Work with your shoppers
 - ▶ 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"
 - ▶ Make sure to read notes entered in their carts
 - ▶ 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 myufmarket@ufl.edu or contact Purchasing Services at 392-1331 or visit <http://www.purchasing.ufl.edu/myufmarket>