

# [Temporary Substitution for Requestors]

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 unassign 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 Market as a requestor,

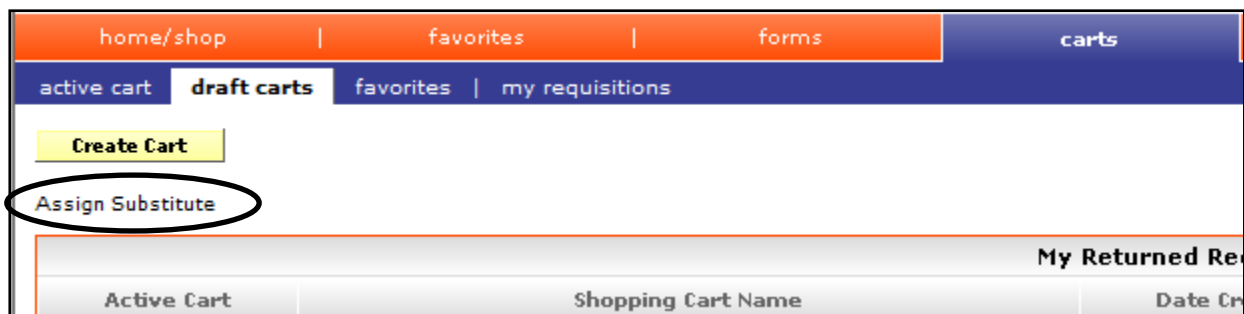
- ▶ Log on to **http://my.ufl.edu** using your Gator Link username and password
- ▶ Navigate to **eProcurement > myUF Market**

Navigate to the Draft Carts page

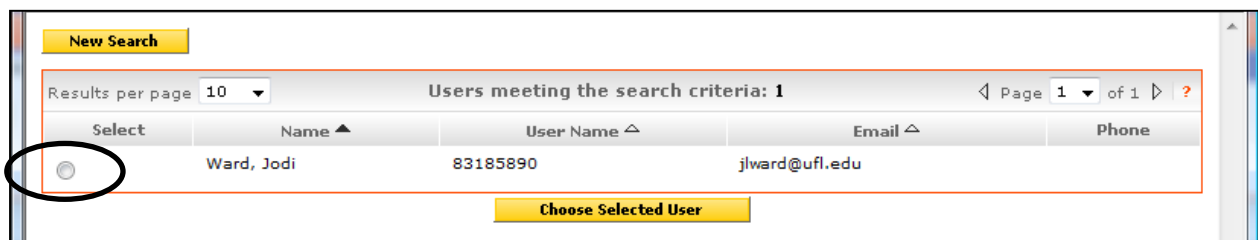
- ▶ Click **Carts** on the top menu, then **Draft Carts**

Use the Assign Substitute Feature

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



- ▶ The **User Search** page will display
  - Enter the last name of the requestor you would like as your substitute in your absence
  - At the results, click the **option button** by the name of the preferred requestor
  - Click the **Choose Selected User** button

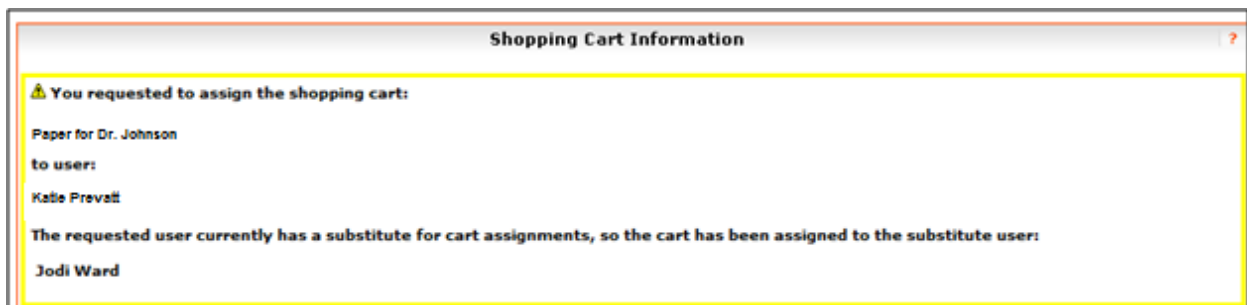


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- ▶ Your Draft Carts will display the name of the substitute and a link, “**End Substitution**” for when you return to the office



- ▶ When your department 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 [myufmarket@ufl.edu](mailto:myufmarket@ufl.edu) or contact Purchasing Services at 392-1331 or please visit <http://www.purchasing.ufl.edu/myufmarket>