

# [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 into 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. You may also choose frequent assignees to add to your profile. Refer to the instruction guide, “Setting Up Your User Profile” for instructions.

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To access myUF Market as a shopper only,

- ▶ Log on to **http://my.ufl.edu** using your Gator Link username and password
  - ▶ **Click My Self Service > Click myUF Market** for the UF\_N\_MKT\_Shopper role
  - ▶ **Click eProcurement > Click 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
- ▶ **Click eProcurement > Click 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
  - Click the Proceed to Checkout button to edit PCard, Ship To, Billing and ChartField information, or
  - Click the Assign Cart button to assign the cart to a Requestor
- ▶ The Assign Cart pop-up screen displays

**Assign Cart** ? X

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

Note To Assignee: [text input field]  
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 Prior to being submitted, the cart can be viewed in Draft Carts and can be unassigned (withdrawn) if needed.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**



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## 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

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

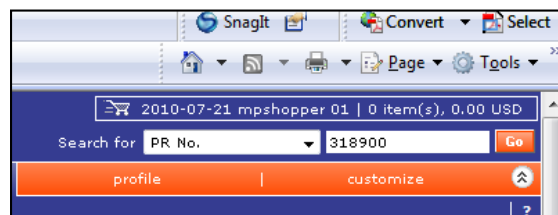
- ▶ Enter a note if needed in the **Note to Assignee** box
- ▶ Click the **Assign** button

## 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
- ▶ The Requestor may decide to return the cart to you for additional information
  - Sign up to be notified by e-mail in the **User Profile**
    - Select the e-mail option: "Cart PR rejected/returned"
    - For more information, please see the instruction guide "Setting Up Your User Profile"
  - Check **Carts > My Drafts** to find the cart – it will have a round green arrow next to it to show returned

My Drafts			
Active Cart	Cart Number	Shopping Cart Name	Date Created
	420041	2010-07-21 mpshopper 01	7/21/2010
	352055	lab supplies for Robertson	12/14/2009

Modifications to a requisition by a Requestor to whom you have assigned your cart will appear in the History tab of the requisition. To retrieve the requisition by Requisition number, change the dropdown to **PR No.** and enter it in the **Search for** field at the top-right of the Home page, then click **Go**.



The system will display the requisition. Click the History tab to view the actions taken on it.

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## 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
- ▶ The system will also automatically send an e-mail:
  - Reminder to requestors and shoppers for assigned carts with no activity for 4 days or longer
  - Send an e-mail to requestors and shoppers when their cart has been processed if their cart has been consolidated with other carts/requisitions to send one order to a supplier.

For further assistance, e-mail [myufmarket@ufl.edu](mailto:myufmarket@ufl.edu) or contact Purchasing Services at 392-1331