[Consolidating Carts in myUF Market]

Use this instruction guide to consolidate shopping carts into one cart to process a single requisition to a vendor. Some vendors, such as Mister Paper/Office Depot, offer incentives for orders over a certain amount, such as free shipping for orders for more than $50.00. Consolidating smaller orders will save UF and your department money - and is sustainable because it reduces deliveries. This instruction guide is for Requestors (those with the UF_N_MKT_REQUESTOR role.) Please keep in mind that requisitions with more than one billing, shipping, PCard and vendor may generate more than one purchase order.

- Access myUF Market by navigating to http://my.ufl.edu and logging in with your Gatorlink username and password
  - Click eProcurement > Click myUF Market

To view your current carts:
- To view all your carts, including assigned carts
  - Click Carts > Click Draft Carts to view all your carts
- You may consolidate carts into a draft cart or you may create a new one for consolidating

To create a “master” cart:
Note: The system won’t allow adding lines from one assigned cart to another assigned cart.
- To consolidate carts, create a “master” cart and give it an easy-to-find name, for example, “Consolidated Cart to Mister Paper”
  - To do so, click the Create Cart button
  - Name it and click the Update button

To consolidate carts:
Note: You may want to let your shoppers know that for certain vendors, assigned carts may be consolidated. This may delay their order, and if they signed up for e-mail notifications, the cart number may change when consolidated. They will receive an e-mail from the system when their original order is processed even after consolidation.

- Find your draft carts or assigned carts, and for each one:
  - Check the box of the line item you would like to copy into the master cart, or
  - Check the Vendor box to copy all the lines beneath it
    - myUF Market automatically groups line items in a cart by vendor
    - Make sure the vendor is the same one as in the “master” cart

Note: Add to Draft Cart or Pending PR – will not copy requisition information such as Billing, Shipping, ChartFields and PCard:

- Click the line at the top “Perform an Action for Selected Lines” and then click on Add to Draft Cart.
  - The system will display a list of available draft carts or pending purchasing requisitions – find your “master” cart by the name you gave it
  - Click the option button next to the “master” cart you have prepared
  - Click the Add to Draft Cart or Pending PR button at the bottom
  - The system will copy the selected lines into the “master” cart
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- Repeat these steps for each cart that you would like to consolidate
- The original carts will remain as **Drafts Assigned to Me** which you may delete
- The History tab for the new requisition will show the requisition numbers of the original requisitions and state "New line added – draft" for each line added

<table>
<thead>
<tr>
<th>Step(s)</th>
<th>Action</th>
<th>Field Name △</th>
<th>From</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Validation</td>
<td>Message transmission to external system was successful.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Combo Edit Validation</td>
<td>Requisition approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Combo Edit Validation</td>
<td>Message transmission to external system was successful.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requisition submitted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Line added - draft</td>
<td></td>
<td>978360</td>
<td>Requisition 268020</td>
</tr>
<tr>
<td>New Line added - draft</td>
<td></td>
<td>250837</td>
<td>Requisition 291107</td>
</tr>
</tbody>
</table>

To view and process the consolidated "master" cart:
- To review the consolidated cart, click the **Draft Carts** page
- Find the consolidated "master" cart by name and click the **cart number link**
- Click **Proceed to Checkout** at the top
- Complete any ChartField, Shipping or Billing information at the **header level** for all the lines, or edit these at the **line level** if information needed is different
  - To view line by line or edit at the line level, click one of the tabs at the top-left near Summary, such as **Shipping**, **Billing** or **Chart of Account Fields**
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- Click the **Edit** link at the right of each section to edit per line.

**To view a record of the carts that were consolidated:**

- Click the **History** tab from the consolidated requisition.
  - The **From** column will show all the cart numbers (Requisition) that were consolidated.
  - The **Action** column will say “Requisition Line Item moved – draft”.

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<tbody>
<tr>
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<td>Requisition Line Item moved - draft</td>
<td>733601</td>
<td>Requisition 291108</td>
</tr>
</tbody>
</table>

For additional help e-mail myufmarket@ufl.edu or call Purchasing Services at 392-1331 or visit [http://purchasing.ufl.edu/departments/myufmarket/default.asp](http://purchasing.ufl.edu/departments/myufmarket/default.asp)