[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. The system will send e-mail reminders to requestors and shoppers for assigned carts with no activity for 4 days or longer. This instruction guide is for requestors.

To access myUF Market as a requestor,

1. Log on to [http://my.ufl.edu](http://my.ufl.edu) using your Gator Link username and password
2. Click "eProcurement" > Click "myUF Market"

Checking for Carts Assigned to the Requestor

1. 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 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 it
- Are there any notes from the Shopper?
- View it and check it for any questions you may have from the shopper
  - Make sure it has a name – if not enter one to make it easy to find later – names can be viewed system-wide
You may change the vendor for selected lines in a Cart for all forms by using the dropdown option, “Change Supplier”

While in the Cart, use the dropdown at the top-right and select “Change Supplier”

- A Supplier Search box will appear so you can enter the supplier and search for it
- Select the supplier and click Save
- The cart will now send the order to the new supplier selected

You may return the cart to the Shopper with an explanation by clicking the Return Cart button next to the Cart Name

Processing the Shopper’s Cart as a Requisition

- Click the Proceed to Checkout button on the top right 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
- Any changes made to a requisition assigned to a requestor will now also show in the requisition’s History tab, viewable by the shopper, requestor and approver

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 to 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
- 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.