[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](http://my.ufl.edu) using your Gator Link username and password
▶ Click eProcurement > Click 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

![Image of myUF Market interface]

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

![Image of User Search results]
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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 or contact Purchasing Services at 392-1331 or please visit http://purchasing.ufl.edu/departments/myufmarket/default.asp