



Assigning My Cart to a Requestor

Overview

Use this instruction guide to learn how to assign your myUF Marketplace 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 Marketplace 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.

To access myUF Marketplace as a shopper:

- 1. Log on to **http://my.ufl.edu** using your Gator Link username and password.
- Click Nav bar > Main Menu > My Self Service > myUF Marketplace for the UF_N_MKT_Shopper role.
- Click Nav bar > Main Menu > Financials > eProcurement > myUF Marketplace for the UF_N_MKT_Shopper_Req role (toshop).

To access myUF Marketplace as a Requestor or approver:

- 1. Log on to http://my.ufl.edu using your Gator Link username and password.
- 2. Click Nav bar > Main Menu > Financials > eProcurement > myUF Marketplace.

Using the Assign Cart link

- 1. When finished shopping, click the **Cart icon** dollar amount in **USD** link at the top of the page > **View My Cart** in the flyout menu.
- 2. 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.

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	SUPPLIER D	ETAILS									
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▶ The Assign Cart pop-up screen displays. Click on Search to find your requestor:

Assign Cart: User	Search	×
Assign Cart To:	no value SELECT V or SEARCH	
Note To Assignee:		
		11.
	Assign	Close

• Enter the last name of your requestor, then click Search.

User Search		×	
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	Search	Close	



Assigning My Cart to a Requestor

• Click the + sign next to the person's name to select that person:

User Search				×
New Search				
Name 个	User Name	Email	Phone	Action
Wood, Barbara	53494700	blwood@ufl.edu	+1 352-392-1358	+
Wood, Missy	50597109	wood.m@ufl.edu	+1 352-273-1253	+
Wood, Theresa	16366167	woodth@ufl.edu	+1 352-294-1150	+
Wood, Wendy	50330310	wendy.wood@surgery.ufl.edu	+1 352-594-4082	+
				Close

• Check to see if the name is now in the Assign Cart To: then click the Assign button:

Assign Cart: User Search			
Assign Cart To:	Wood, Theresa SELECT 👻 or SEARCH		
Note To Assignee:			
		11.	
	Assign	Close	

Note: You may add a note to the requestor if needed. The requisition will now disappear and the requestor will have it in their Assigned Carts queue.

Unassigning the Cart:

- 1. Click the Cart icon on the left-hand menu, then My Carts andOrders, then View Carts.
- 2. Click the Assigned Carts tab and on the right hand side of the cart's row, you may click View then Unassign to unassign a cart.

For further assistance, e-mail procurement@ufl.edu or contact the Procurement Services Help Desk at 352 392-1355.