

Request Access to become a myFIUmarket Shopper

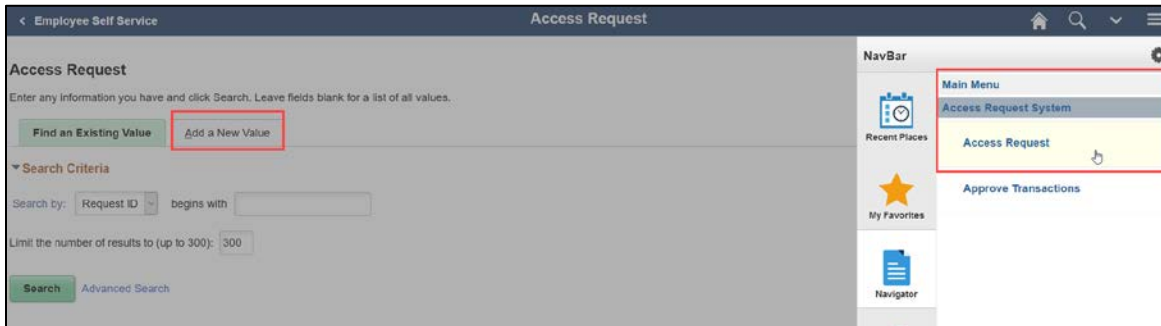
The ability to access the myFIUmarket to shop through available supplier catalogs and assign carts is available through **Access Role 002A**.

Shoppers may request this role within the [PantherSoft Financials](#) system by completing an Access Request Form following the instructions below.

This form is located through the **NavBar** with the following navigation:

Main Menu > Access Request System > Access Request.

1. Click on **Add a New Value** tab.



2. Enter a Panther ID in the **Empl ID** field, then click **Add**.

Access Request

Find an Existing Value **Add a New Value**

Request ID NEXT

Empl ID 1234567

Add

3. On the Access Request Form, complete the following:
 - a. Enter a business reason in the **Description** field.
 - b. Select **Access Role 002A**
 - c. Use the Lookup Glass to identify the shopper's **Location**. This is an alphanumeric code that represents the building and room number of the location.

When the form is complete, click **Submit**.

Employee Self Service

Access Request

Request ID: NEW Request Status: Not Submitted

Description: Access to become a myFIUmarket Shopper

Empl ID: [Redacted]

Access Group: CM Community Roles

Select

Access Role	Role Description	Access Description
<input type="checkbox"/> 001	Inquiry and Reporting	Inquiry access to supplier, voucher, requisition, purchase order, general ledger, asset, grants and budget data. This role can also run queries, nVision reports and create budget transfers.
<input type="checkbox"/> 002	Requester / Super Receiver	This role gives the user the ability to create requisitions and create receipts for any requisitions /purchase orders. If you are an expense manager approving transactions in PeopleSoft, you must select this role.
<input checked="" type="checkbox"/> 002A	Requester / Casual Receiver	This role gives the user the ability to, create requisitions and create receipts only for their own requisitions/purchase orders.
<input type="checkbox"/> 007	Budget Transfer Approver	Approve or post budget transfers entered by the Budget Managers for the Departments selected.
<input type="checkbox"/> 012	Student Assistance / Grants & External Award Mgmt	Process grants and external awards to students.
<input type="checkbox"/> 015	Payroll Detail Report / Payroll Transfer	Run payroll detail report and initiate payroll expense transfers.
<input type="checkbox"/> 017	Smart Billing Bill Creator	Create and update bills for Departments selected.
<input type="checkbox"/> 018	Smart Billing Item Creator	Create and update billing items for Departments selected.
<input type="checkbox"/> 019	Smart Billing Fund 350	Access for fund 350. Must have SM_DC_IBILLING_ITEM role prior to requesting this access.

Enter Additional Information for this Access Role

Location

1	0023000410
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Comments:

Submit **Approve** **Deny**

NOTE: All Access Requests are routed to the employee's HR supervisor for approval. After approval it routes to Financial Systems and Support Services for implementation.

Shopping with myFIUmarket Suppliers and Assigning Carts

The myFIUmarket provides direct access to pre-authorized supplier catalogs in a simple-to-use interface.

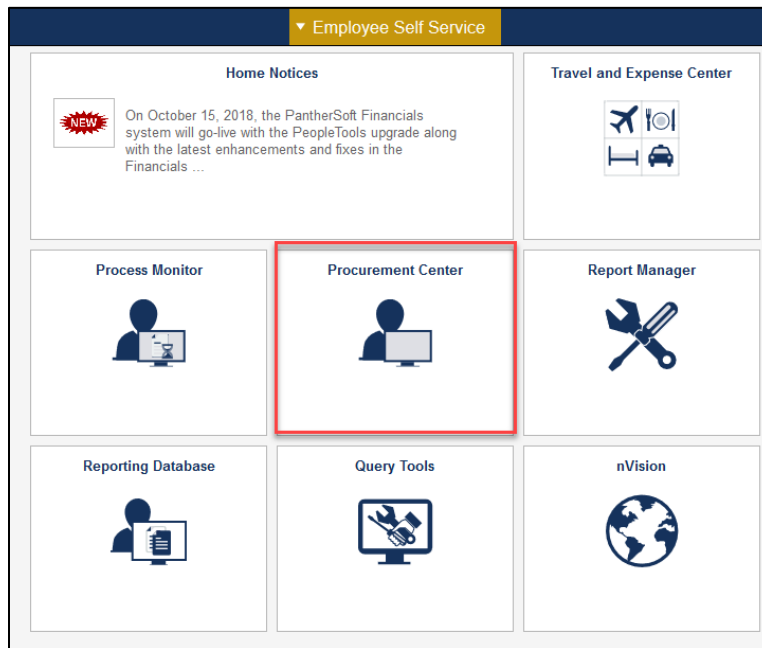
Shopping for items in these catalogs is a two-step process that involves:

1. Shopping for and adding items to a supplier's catalog cart.
2. Checking out supplier catalog carts to add items to a myFIUmarket cart.

Shoppers can then assign the myFIUmarket cart to a requester for further processing via a requisition.

The following are instructions on how to shop these catalogs and assign carts to a requester.

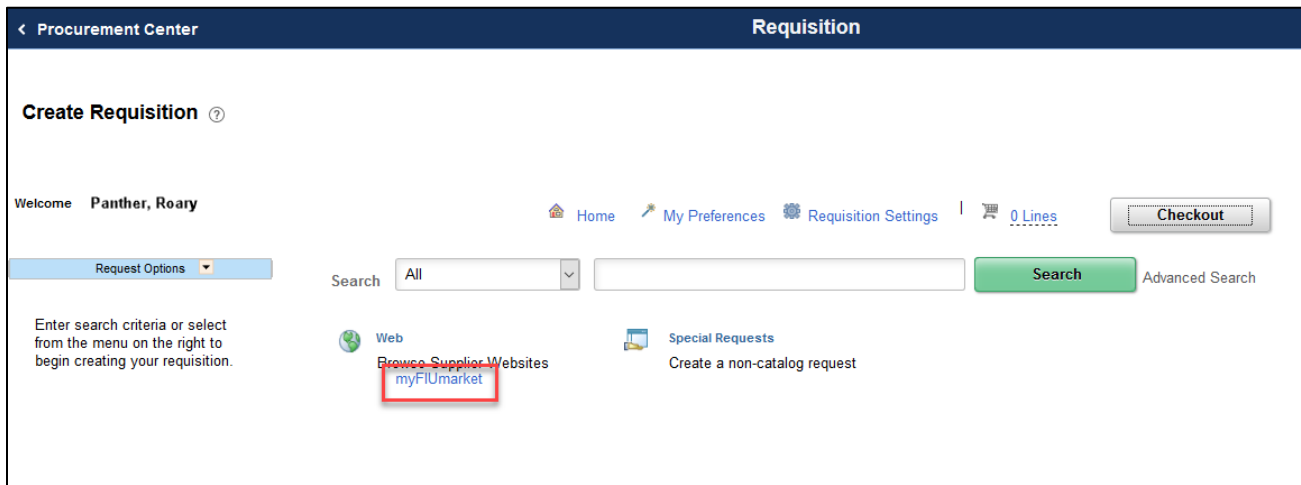
1. Click the **Procurement Center** tile on the **Employee Self Service** homepage within PantherSoft Financials.



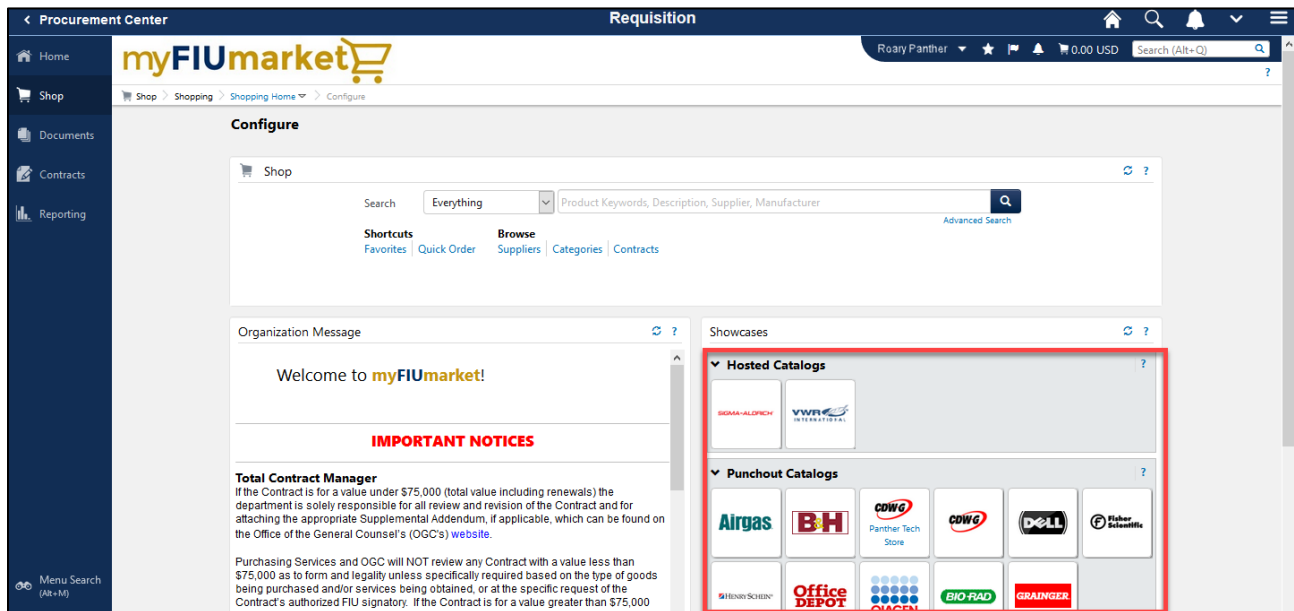
2. Click the **Requisition** tile.



3. Click the [myFIUmarket](#) link.



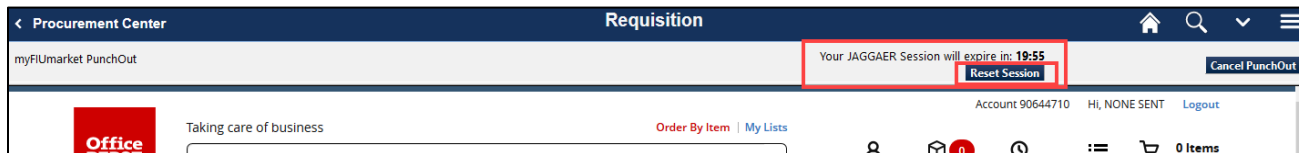
4. Select the desired **Catalog** that contains the items required.



NOTE: The general search bar at the top of the screen can be used to shop for and search for specific items within ALL vendor catalogs, however it is recommended to navigate directly into a supplier's punchout catalog to select items.

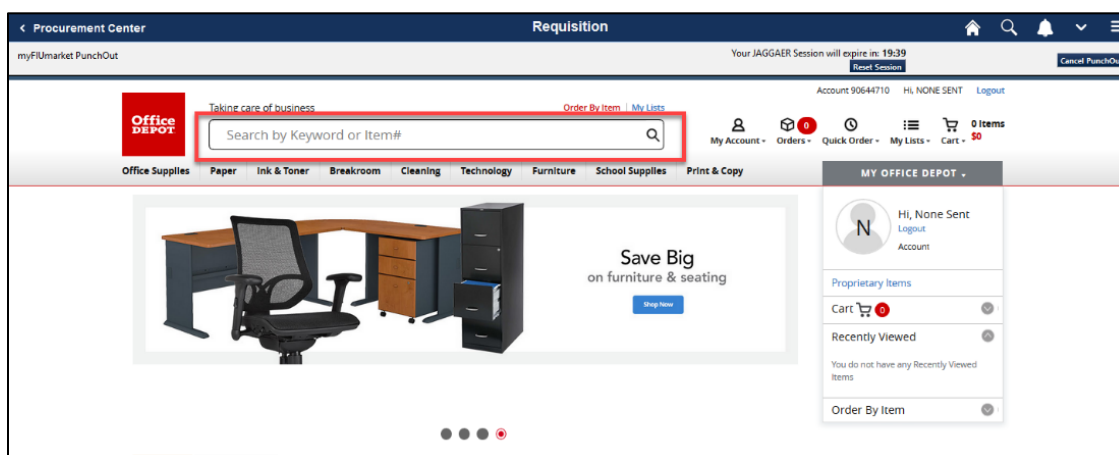
5. Each myFIUmarket Catalog provides shoppers with 20 minutes to add items to the catalog's cart which can then be checked out to a myFIUmarket cart.

If this timer runs out, all catalog shopping data will be lost. For additional time to continue shopping, click the **Reset Session** button.

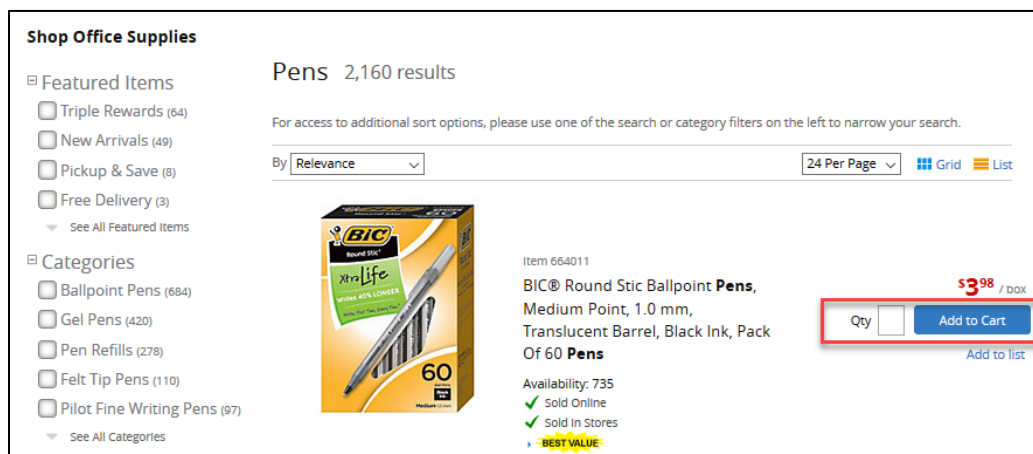


NOTE: To leave the catalog at any time, click the **Cancel Punchout** button. All items in the supplier's catalog cart will be lost.

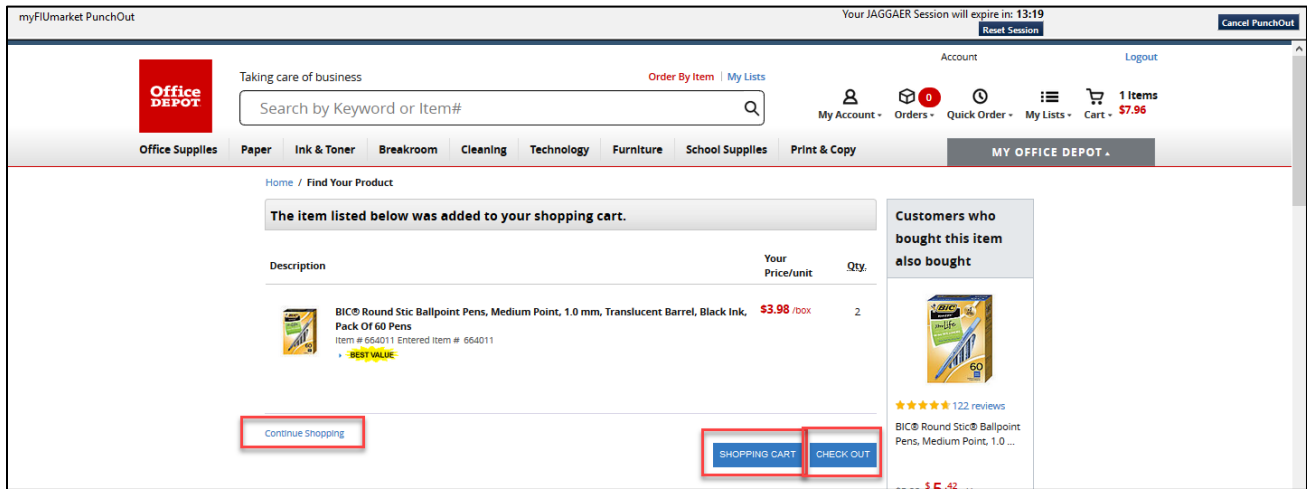
6. Use the search or navigational functions within each catalog to search for items. Please note that different vendors/catalogs may have different capabilities.



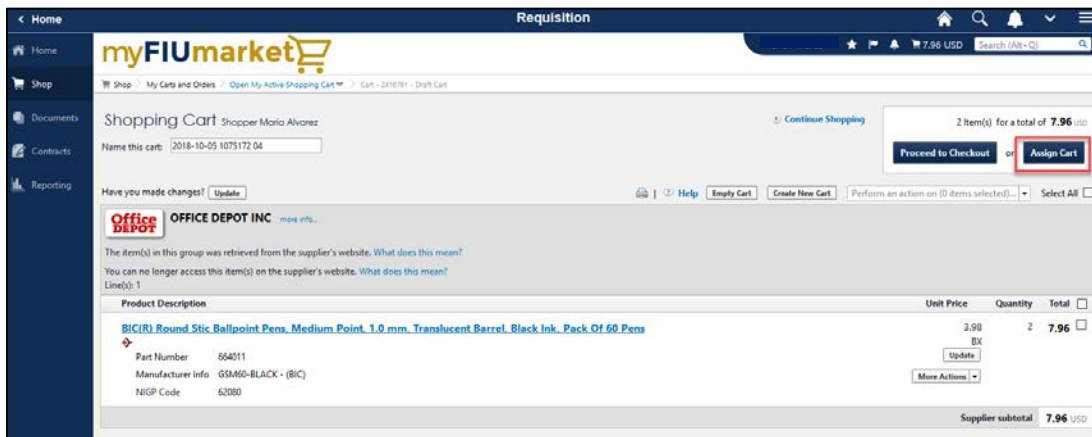
7. After finding a specific item to buy, confirm or update quantity, then click **Add To Cart** button.



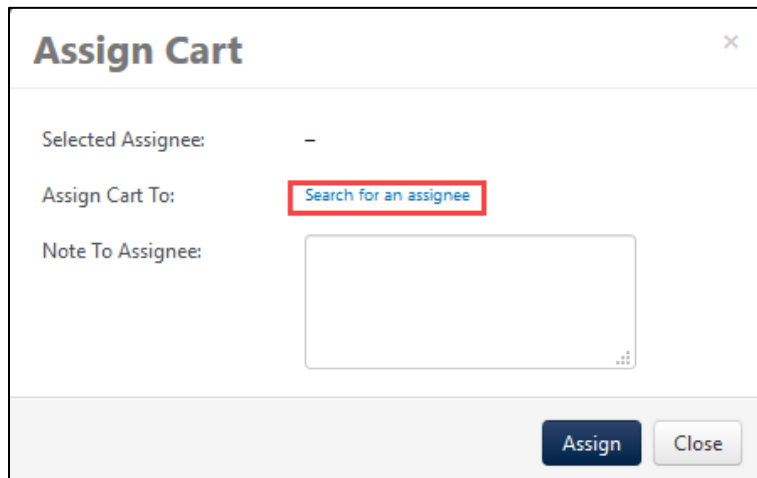
8. After adding something to a catalog cart shoppers can either:
 - a. Click the [Continue Shopping](#) link to continue adding more items.
 - b. Click the **Shopping Cart** button to review all items in the catalog cart.
 - c. Click the **Check Out** button to move items to a myFIUmarket cart.



9. Once checked out to a myFIUmarket cart, **Assign Cart** to a requester by clicking the **Assign Cart** button.



10. A pop-up window will appear. Click [Search for an Assignee](#) link to choose the requester the cart will be assigned to.



11. Click the [select](#) link next to the requester's name.

Name ▲	User Name ▲	Email ▲	Phone	Action
Panther, Roary	1111111	rpanther@fiu.edu		[select]

12. Click **Assign** to send the cart to the requester.

Assign Cart

Selected Assignee: Roary Panther

Assign Cart To: [Search for an assignee](#)

Add to Profile Add to Profile

Note To Assignee:

[Assign](#) [Close](#)

13. The cart is now assigned to the requester.

After the cart is assigned, **ONLY** the requester can now modify the cart.

✔ Cart Assigned

Next Steps


You can view the cart in your draft carts list and can unassign it, if needed, until submitted by the assignee. After a cart is submitted by the assignee, you can view it via the [Document Search](#) page

- [Search for another item](#)
- [Check the status of an order](#)
- [Return to your home page](#)
- [Create new draft cart](#)

Cart Summary

Cart number 2416761

Requesters receive an email with a link to their assigned carts similar to what is below.



UIT - Assigned Shopping Carts Requiring Attention

Dear Linda Champagne,

Shoppers have assigned shopping carts to you that you have not processed. The list of pending shopping carts is listed below.

Assigned on 4/17/2020

Cart Number: 2918549
Shopping Cart Name: 2020-03-12 0001225 01
Shopper: Julio Alvarez
Vendor Name(s): COMPUTER DISCOUNT WAREHOUSE - CDW
Cart Total: 20.00 USD

To view the shopping carts assigned to you in myFIUmarket, please login to PeopleSoft Financials System (<https://myfs.fiu.edu/psp/fscm/?cmd=login&languageCd=ENG&>) and navigate to Main Menu > eProcurement > Requisition and click on the myFIUmarket link. In myFIUmarket, click on Notifications at the top right. You will see the list of pending shopping carts that have been assigned to you.

[Click here to view the shopping carts assigned to you in myFIUmarket.](#)

NOTE: If additional items need to be added to the assigned cart, shoppers may unassign the cart via the **Cart** icon on the left-hand side of the myFIUmarket screen and select **Shop > My Carts and Orders > View Carts**. Selecting the “Unassign” **Action** will revert the cart back to the shopper.