

How to Shop and Assign a Cart in the myFIUmarket

The <u>PantherSoft Financials System</u> now includes the Shopper Role (Access Role 005) for the eProcurement module. A Shopper is granted access to the <u>myFIUmarketplace</u> to shop for items and assign carts to Requesters, who complete and submit requisitions. Once the items are received, Shoppers notify Requesters to complete the eProcurement Requisition Process.



To become a Shopper users must request the access role on an Access Request Form.

1. Click the **Procurement Center** tile on the **Employee Self Service** homepage within <u>PantherSoft</u> <u>Financials</u>. Then click the **Create Requisition** tile.



2. Click the myFIUmarket link.

Welcome Panther, Roary	là Ho	ome	*	My Preferences	Requisition S
Request Options 💌	Search All ~				
Enter search criteria or select from the menu on the right to begin creating your requisition.	Web Browse Supplier Websites myFiUmarket	Į.	_	Special Requests Create a non-ca	talog request

3. Select a supplier catalog and add items to the cart.

Office/Computer			~
BH	Panther Tech Store	CDWG	
amazonbusiness	shi		
Lab Supplies			~
Airgas	E Fisher Scientific	QIAGEN	BIO-RAD

NOTE: Sessions are 20 minutes. To shop for longer, click **Reset Session** button on the upper right before the timer runs out.





4. When all catalog items are added to a supplier cart, checkout to the myFIUmarket cart.

Order Summary	
Subtotal	\$16.46
Estimated Tax	\$1.15
Estimated Delivery	FREE
Total (1 Item)	\$17.61
Checkout	

NOTE: Supplier cart checkout functionalities vary. Some may instead say **Return Cart to Purchasing Application** or **PunchOut**.

5. Click Assign Cart.

< Proc	curement Center		Requisition	n					ଜ	~	=
â	myFIUmarket;			A8 ¥	Search (AR+Q)	٩	2.24 USD		2 10		1
TE	Shopping Cart • 2862007				= •		Assign Cart	Proce	eed To C	heckout	
6	Simple Advanced				-		Details				~
<u>0</u>	Search for products, suppliers, forms, p	art number, etc.			C		For				
39	1 Item					w.	AMUSER TRNA	JM01			
Jik.	B AND H FOTO AND ELECTRONICS CORP • 1 Item • 2.24 USD				2020-01-08 TRNAM01 05						
2	SUPPLIER DETAILS 420 9 AVE : 420 9T	K AVENUE, NEW YORK, New York.									
	Item	Catalog No. Size/F	ackaging Unit Pr	ice Quantity	Ext. Price		Total (2.24 US	D)			~

NOTE: The Proceed to Checkout button is only available to Requesters.

6. Use the SEARCH or SELECT links to find a Requester to assign the cart to. Shoppers can use the **Note to Assignee** field to include pertinent details such as Ship to Location or SpeedType.

Assign Cart: User Search				
Assign Cart To:	Roary Panther SELECT 👻 or SEARCH			
Add to Profile				
Note To Assignee:	Please ship items to: Patty Panther PC 411			
	Assign	Close		

NOTE: Shoppers may save assignees here or <u>assign a Requester as default assignee</u> in their profile.

7. Shoppers or Requesters (as assignors) will receive a confirmation message. The Requester (as assignee) will receive an email notification and can proceed to submit and <u>complete the requisition</u>.