How to Shop and Assign a Cart in the myFIUmarket

The PantherSoft Financials System now includes the Shopper Role (Access Role 005) for the eProcurement module. A Shopper is granted access to the myFIUmarketplace 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.

1. Click the Procurement Center tile on the Employee Self Service homepage within PantherSoft Financials. Then click the Create Requisition tile.

2. Click the myFIUmarket link.

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

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]

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

5. Click **Assign Cart**.

![Assign Cart: User Search]

**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.

**NOTE:** Shoppers may save assignees here or assign a Requester as default assignee 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 complete the requisition.