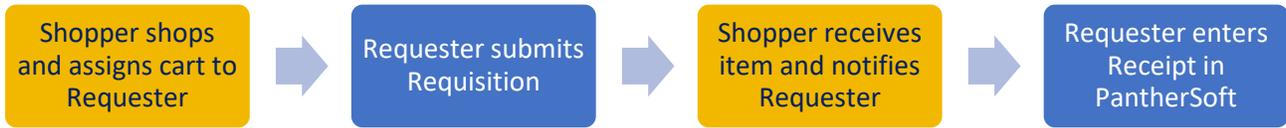


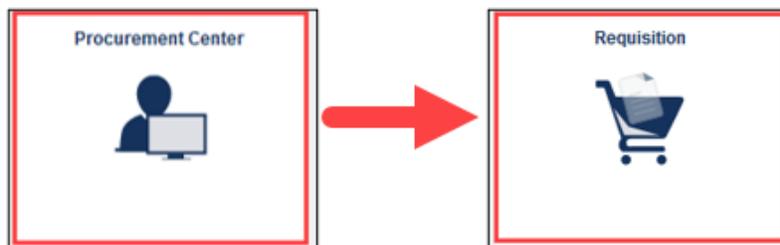
How to Shop and Assign a Cart in the myFIUmarket

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.

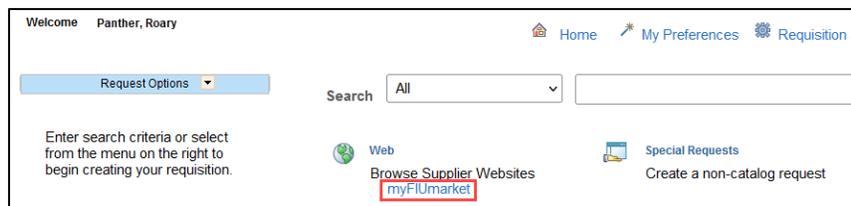


To become a Shopper users must request the access role on an [Access Request Form](#).

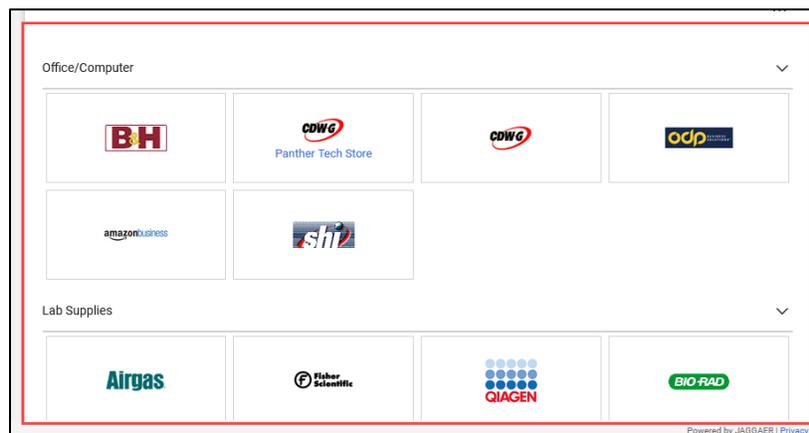
1. Click the **Procurement Center** tile on the **Employee Self Service** homepage within [PantherSoft Financials](#). Then click the **Create Requisition** tile.



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.



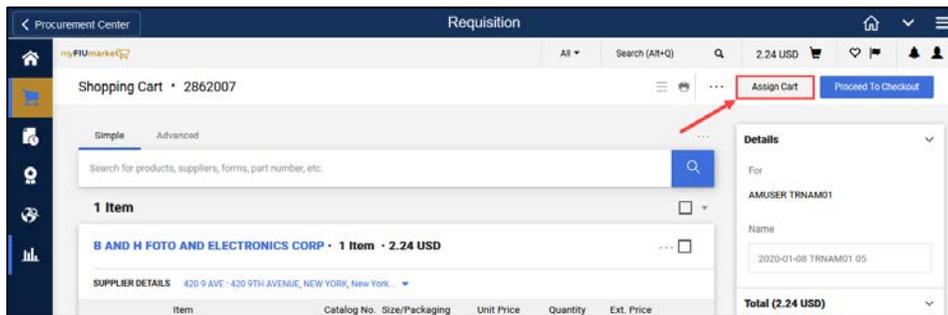
- When all catalog items are added to a supplier cart, checkout to the myFIUmarket cart.

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**.

- Click **Assign Cart**.



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

- 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 [assign a Requester as default assignee](#) in their profile.

- 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](#).