

## CU Marketplace How-to: Adding Requestors (Assignees) to Your Profile <sup>[1]</sup>

If you have the Shopper role in CU Marketplace, you'll need to add Requestors - also referred to as "Assignees" - to your Profile. A Shopper cannot submit a purchase request, so you'll assign your shopping cart to a Requestor for submission.

### Read the procedures

#### To add a Requestor to your Profile

1. Using your name dropdown along the top of your screen, select **View My Profile**.
2. Use the menu on the left to click **Default User Settings**, then **Cart Assignees**.
3. Click **Add Assignee...**
4. Enter your Requestor's **Last Name** – additional information will narrow down your list of results.
5. Click **Search**.
6. Select a Requestor from the list by clicking the person's row.
7. The Requestor will be available to you in a dropdown list on your shopping carts.
8. To designate a Requestor as preferred and have that Requestor default to your shopping cart, click Set as **Preferred**.

#### To remove a Requestor from your Profile

9. Click **Remove** for that Requestor.

Have a question or feedback?

### Questions & Feedback <sup>[2]</sup>

Feedback or Question \*

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Your Email Address

Submit

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**Source URL:** <https://www.cu.edu/psc/training/cumarketplace/adding-requestors-assignees-your-cu-marketplace-profile>

#### Links

[1] <https://www.cu.edu/psc/training/cumarketplace/adding-requestors-assignees-your-cu-marketplace-profile>

[2] <https://www.cu.edu/controller/forms/questions-feedback-0>