

Step-by-Step Guide

Adding Requestors (Assignees) to Your CU Marketplace Profile

In This Guide

Your CU Marketplace profile will make shopping easier and faster by displaying lists of your frequently-used values. You can add your SpeedType(s), Ship To location(s), and, if appropriate, Requestor(s) to your CU Marketplace profile.

This guide discusses:

- ✓ Who should add Requestors to their profiles
- ✓ [Adding Requestors to your profile](#)
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- ✓ [Removing Requestors from your profile](#)

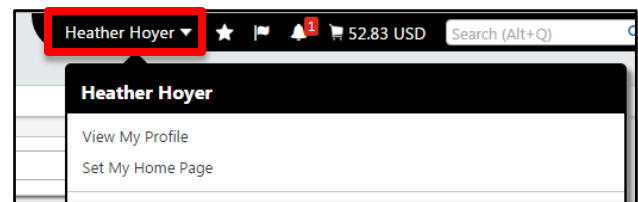
Who should add Requestors to their profile?

You will want to add Requestors – also referred to as “assignees” – to your profile if you have Shopper access within CU Marketplace. This is because you must assign your shopping carts to a Requestor for your purchase request to be submitted. (Shoppers cannot submit purchase requests.)

Adding Requestors to Your Profile

1. Begin by accessing CU Marketplace via [your campus portal](#). Within your portal's top navigation bar, use the **Business Tools** dropdown menu to select **CU Marketplace**.

2. Access your profile by using your name dropdown along the top of your screen and selecting **View My Profile**.



3. Use the menu on the left to click **Default User Settings**, then click **Cart Assignees**.

4. Click the **Add Assignee...** button.

5. Enter your Requestor's **Last Name** – additional information will narrow down your list of results.

6. Click the **Search** button.

A screenshot of a "User Search" form. The form contains several input fields: "Last Name", "First Name", "User Name", "Email", and "Department". The "Last Name" field is highlighted with a red box. Below the "Department" field is a "Results per page" dropdown menu set to "10". A blue "Search" button is located at the bottom right of the form and is also highlighted with a red box.

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7. From the list of results, select the appropriate Requestor by clicking anywhere on the line of the person's name.
8. The Requestor's name will now appear in a dropdown list when you assign your shopping carts for processing.
9. To add more Requestors to your CU Marketplace profile, repeat steps 4 through 8.

To designate a Requestor as preferred...

Your preferred Requestor will be automatically selected when you assign your shopping carts. This may be desired if you commonly assign your shopping carts to the same Requestor.

1. Click the **Set as Preferred** button for the appropriate Requestor.



2. The designation *Preferred Assignee* will appear next to your preferred Requestor. Your preferred Requestor will also be highlighted with bold font.

To remove Requestors from your profile...

Click the **Remove** button for the appropriate Requestor.

