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:
- ✓ Those who should add Requestors to their profiles
- ✓ Designating a preferred Requestor
- ✓ Adding Requestors to your profile
- ✓ 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.)

Procedure

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**.

   Heather Hoyer ▼ | ★ | Action Items 48 | Notifications | 🛒 2,156.99 US
   Heather Hoyer
   View My Profile
   Set My Home Page
   Logout

2. Access your profile by using your name dropdown along the top of your screen and selecting **View My Profile**.
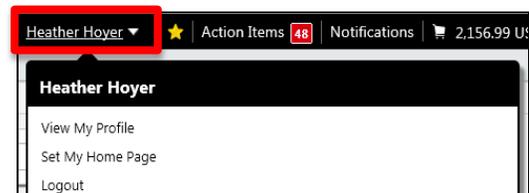
3. Under the **User Information and Settings** section, click **Show All...** Then, click **Cart Assignees**.

   User Search
   Last Name
   First Name
   User Name
   Email
   Department
   Results per page   10 ▼
   Search

4. Click the **Add Assignees** button.

5. Enter your Requestor's **Last Name**, and any other information.

6. Click the **Search** button.

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…

Designating a Requestor as your default will automatically select the Requestor 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.