

Create and Assign a Cart Overview

This Quick Reference Guide (QRG) is designed to walk an **Employee as Self** through the process of assigning a procurement cart in Workday to another worker. By the end of this QRG, you will be able to successfully assign a cart to the relevant worker after adding the required items for UVA from the UVA Marketplace integrated in Workday.

Procedure

On the Workday Home screen:

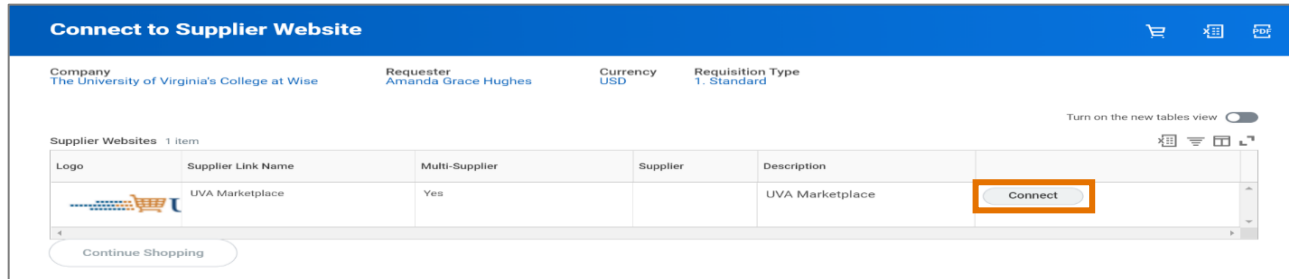
1. Type **Connect to Supplier Website** in the search field.
2. Select **Connect to Supplier Website** from the Search Results.

On the **Connect to Supplier Website** screen:

3. Since you will be assigning your cart to another worker to complete, they will need to fill out the appropriate information once they enter the UVA Marketplace to complete your cart, so select **OK** to proceed.

On the **Connect to Supplier Website** screen:

4. Select **Connect** to navigate to the UVA Marketplace.



QRG links to help you navigate and shop in the UVA Marketplace can be found at the end of this QRG

On the **UVA Shopping Cart** screen in **Marketplace**:

5. After adding the relevant items to your cart, select **Assign Cart** near the top right corner of the screen.

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UVA MARKETPLACE

All Search (Alt+Q) 66.00 USD

Shopping Cart • Shopping Cart

Exit UVA Marketplace Assign Cart Return Cart To Workday

Simple Advanced

Search for products, suppliers, forms, part number, etc.

Cart Name 2022-02-10 jd2qr 06

2 Items

Biolegend • 10 Items • 66.00 USD

SUPPLIER DETAILS Disabled Veteran Owned

Details

For Justina Duncan

Estimate (66.00 USD)

Subtotal 66.00

Total 66.00 USD

On the Assign Cart: User Search screen:

6. Complete the following required fields:

- **Assign Cart to** – select the **Select** drop-down to select the profile of the assignee from the existing profile values. Alternatively, if the user does not exist in the existing profile values, select **Search** to manually enter details of the assignee.

NOTE

If you select **Search** to manually enter details of the assignee, complete the following fields about details of the assignee on the **User Search** screen and select **Search**.

- **Last Name**
- **First Name**

Select the relevant user from the list using the (+) icon.

If you want to add this user to Profile Values in the drop-down to use them again in the future, select the **Add to Profile** check box.

User Search

Last Name

First Name

User Name

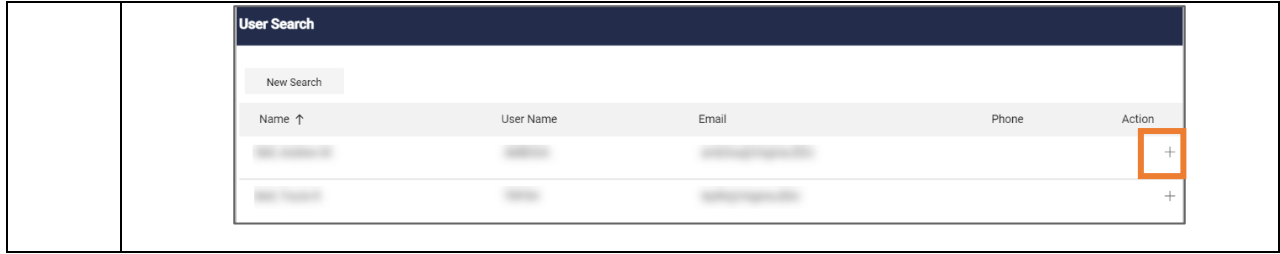
Email

Role

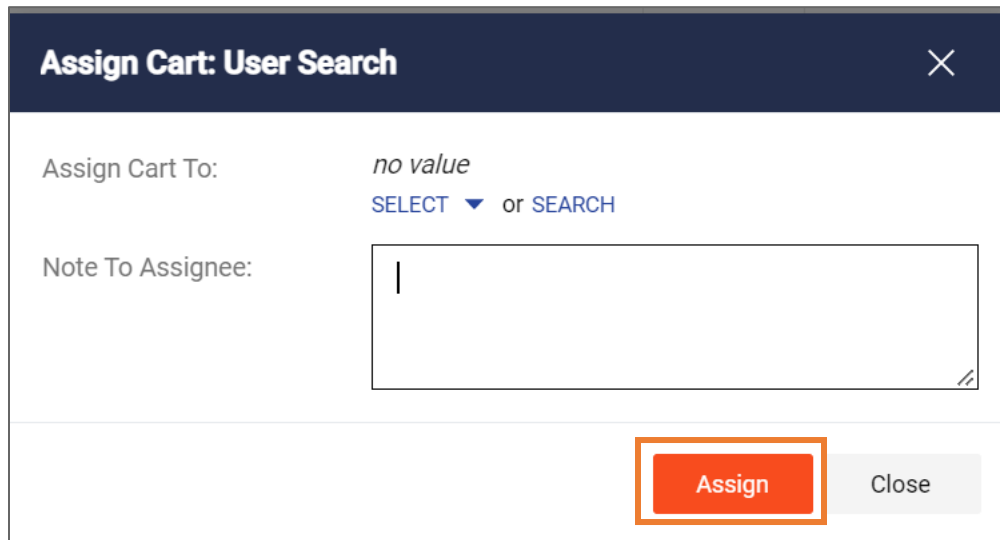
Results Per Page 10

Search Close

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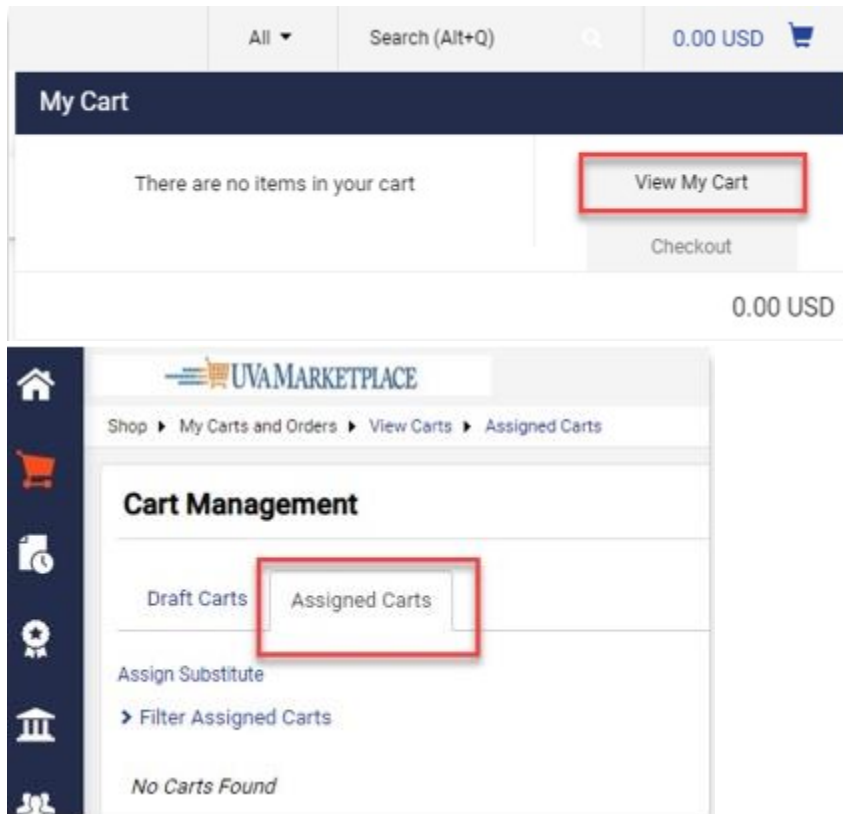
7. Type any comments or notes you have for the assignee in the **Note to Assignee** field. While this is not a required field, it is very important that you provide the assignee with any necessary information to help them to properly process your requested cart. The Note to Assignee field is limited to 1000 characters.
8. Select **Assign**.



9. A Cart Assigned screen will appear showing some details of the assigned cart. You will also have the option of creating a new draft cart, viewing your recent orders, or returning to your home page.
10. To view all the carts that you have assigned, click on the **Cart** icon, then **View My Cart**, then on the **Assigned Carts** tab. This will give you a list of the carts that you have assigned, along with the option to view the carts.



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QRG Links for UVA Marketplace

Use the following QRG links to help you navigate and shop in the UVA Marketplace:

- [Navigating the UVA Marketplace](#)
- [Understanding Vendors in the UVA Marketplace](#)
- [Using Icons and Helpful Tips](#)
- [Product Search in the UVA Marketplace](#)
- [Shopping with Hosted Catalog Suppliers](#)
- [Comparing Products](#)
- [Shopping with Punchout Catalog Suppliers](#)
- [Creating Non-Catalog Item Orders](#)
- [Creating a Quick Order](#)
- [Working with Favorites in the UVA Marketplace](#)

You have successfully completed this task.