Create an EFS Requisition from a U Market Cart

This job aid is intended to be used by those UStores or requisition preparers who will use the requester role in U Market. These steps are required to find U Market shopping carts that have been assigned to a specific requester. This job aid outlines the steps to move a cart from U Market to EFS and then finish entering and submitting the order. The U Market system will send an email to the requester when a cart has been assigned to them. Requesters can also shop, create their own carts, and process their carts in EFS. EFS requisition preparers must access U Market through EFS.

1. Navigate to **EFS home page > eProcurement > Create Requisition**.

2. From the **Web** tab, click **<U Market>**.

3. Check your **Action Items** to see if there are new draft carts assigned to the requester. Click **<Action Items>**.

Select a draft cart that has been assigned to you by clicking the Shopping Cart Name. To delete an item from the cart, click **<Remove>** on the left of the line item.

4. Make any adjustments needed on the order. All edits to the cart should be made before returning the cart to EFS. If the **Quantity** field is editable, change the quantity and click **<Update>**.
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5. Click <Proceed to Checkout>.

6. Review the details of the order.
   a. Review Codes. Click the Summary tab to review the codes for the entire order. If codes have not been selected by the shopper or are incorrect, click <Edit> to enter codes correctly.

   ![Codes Table]

   If an individual line needs to be assigned a different set of codes, click the General tab, scroll to the line, and click <edit>.

   b. Click the Justification tab to see the notes that were entered by the shopper about the justification, ChartField information, and shipping information. Tip: Select and copy this information using the Ctrl+C keys.

   ![Justification Tab]

7. Click <ReturnCart to EFS> in the top right.

8. The Requisition Summary box is populated with the order. Click <3. Review and Submit>.

9. Paste (Ctrl+V keys) the justification into the Justification field. Review the justification to make sure that the 5Ws are included.

10. Expand the requisition line using the caret on the left of the line number, or select all lines and click <Modify Line/Shipping /Accounting>. Add the Ship To information (P + Dept ID number, click the Look Up icon, and select the Ship To value).

11. Enter the ChartField information in the appropriate fields.

12. Click <Save and Submit>.