## The UNIVERSITY of OKLAHOMA

Step	Action			
1	To acces select Fi	ss the OU Marketplace as a Sh nancial System OUM PROD, t	hopper, go to <b>Compass.ou.edu</b> , login with your crede the <b>OU Marketplace</b> .	entials and
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<u>Fina</u>	ancials System (F	SINT) - For Data, Conversion, Configuration and 3	3rd party integration validation - NO DEMO Data - created from FSSYS April 11th	
Fina	ancials System (F	<u>SMOC</u> ) - Conversion testing - created from FSSYS	S April 16th	
<u>Fina</u>	ancials System (F	STRN) - Training - Copy of TSTFT920 running PUN	M 33 on Tools 8.57.10 with DEMO data	
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## The UNIVERSITY of OKLAHOMA

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Jul. Re	eporting		All done! The required information of the second	on has been completed and this request is ready	to be submit	ted.		
			Once you have reviewed the det	ails, you may continue by clicking the button at t	the top of the	page.		
26	lf you	have a Prir	mary Requester lo	aded in your profile, their	r name	will autom	atically ap	pear.
27	To ch	loose anothe	er <b>Requester</b> , sele Assign	ct the drop-down arrow a	and cho	ose the ap	propriate	Requester for
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28	A cor	nfirmation s	screen noting that y	our cart has been assigr	ned will	appear. Y	our Reque	ester will
	auton	natically rec	eive an email notify	ving them that your cart is	s pendi	ng.		
<b>*</b> +	Home	<b>Q</b> MARKETPI	ACE			All -	Search (Alt+Q	) <b>Q</b> 0.00 USD
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		Cart name	2020-07-17 105043 01					
		Cart total	20.28 USD					
		Number of line item	ns 1					
29	Note	that orders t	to a supplier that d	pes not have a punch-ou	t catalo	a in the O	I Marketn	ace should be
23	coord	linated offlin	e with the Request	er as those orders will ne	eed to b	be submitte	ed via Peo	pleSoft and
	Shop	pers do not	have access to Pe	opleSoft.				
30	If you	r Requester	becomes unavaila	ble after you have assigner Requester	ned a s	hopping ca	art to them	, you can



31	From the View Ca	e Marketplace homepag I <mark>rts</mark> .	e, click on the <mark>Sh</mark>	opping cart icon,	My Carts and	d Orders and then
1	~ Q	MARKETPL	ACE			
		Shop (Alt+P) Shopping My Carts and Orders Admin	]	Open My A View Carts View My O View My O	ctive Shoppin rders (Last 90 rders (Last 5	ng Cart D Days) Orders)
32	Your ass down op	signed carts will be displ tion next to <b>View</b> and se	ayed. Locate the elect <b>Unassign</b> .	e cart that needs to	be reassigned	d and click the drop-
<ul> <li>П</li> <li>П</li></ul>	MARKET Shop > My Carts an Cart Manag Draft Carts Assign Substitute > Filter Assigned Vormal Normal N	PLACE TES ad Orders ► View Carts ► Assigned Carts pement Assigned Carts d Carts Page 1 of 2 1-20 of 32 Results Shopping Cart Name △ 2020-04-15 105043 01 2020-04-28 105043 01 2020-04-28 105043 01 2020-04-28 105043 01 2020-04-28 105043 01	Date Created ▲           4/15/2020           4/24/2020           4/28/2020           4/28/2020	Assigned 94.00 USD Requesto 1,570.56 USD 191.91 USD 191.91 USD	Alt+Q) Q 82	20 Per Page - Action View V View V View V View V View V View V View V View V
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34 Select the Search for an assignee option and through the User Search pop-up window, select a new Requester and click Assign to reassign the cart to them.

Assign Cart: User Search	×	
Select from profile values Search for an assignee	_	User Search ?
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