Franklin Business Services Center (BSC) Cart Assignee Instructions

Last Updated: 12/2/24
Adding Franklin BSC partners to your profile in UGAmart allows BSC to submit carts for approval on your behalf. Go to page 3 for instructions on setting a default shipping address.

1. Go to ugamart.uga.edu and log in. You should use your usual UGA login information.

2. Within UGAmart, click on the person-shape "User" icon on the top-right, then click on "View My Profile."

3. On the left-hand side of the screen, click on "Default User Settings" to expand the menu and then click on "Cart Assignees."

4. Click the gray "Add Assignee..." button and in the "User Name" field, fill in the appropriate User ID from the chart below, according to the department you belong to:

     a. Beverly Martin, User ID: bemartin
          i. Anthropology, Criminal Justice, Geography, Institute of Women's Studies, Sociology
     b. Shelley Downs, User ID: smilebig
          i. Classics, English, Germanic and Slavic Studies, African Studies Institute, Latin American and Caribbean Studies (LACSI), Romance Languages Comparative
     c. Bobbi Snodgrass, User ID: bsnod
          i. Comparative Literature, History, Institute of African American Studies, Linguistics Development, Dean's Office, OIT, Philosophy, Religion, Institute of Native American Studies
     d. Lori Key, User ID: lmk07709
          i. Genetics, Marine Sciences, Microbiology
     e. Mike Bryson, User ID: mbryson
          i. Biological Sciences, Biochemistry and Molecular Biology, Plant Biology, Cellular Biology
     f. Michelle Brawner, User ID: mms32952
          i. School of Art, Theatre and Film Studies, Dance, School of Music
     g. Rosalina Mirandilla, User ID: rdmirand
          i. Artificial Intelligence, Computer Science, Geology, Physics
     h. Tanya Boyd, User ID: tlboyd
          i. Chemistry, Center for Computational Quantum Chemistry, Mathematics, Statistics
     i. Jenna Collins, User ID: Jenna1
          i. Communication Studies, Psychology, Regents' Center for Learning Disorders, Museum of Natural History

5. Click the green "Search" button and then click on the blue "[select]" button next to the line containing your BSC representative.

6. You can now easily assign a cart to your BSC partner after creating one by clicking on the white "Assign Cart" button and then the blue "SELECT" drop-down menu. Their name should be available to click on.

Please note:
     a. There is a screenshot on the following page to illustrate what your assignee page should look like, and another to illustrate what it looks like to assign your BSC representative a cart.
     b. When your requisition has been prepared, the BSC team will enter the financial information and submit it for approval.
     c. Don't forget to leave a comment on the cart containing your shipping information, funding information (ideally speedtype or chart string), and Chematix storage information (if applicable).

Screenshot 1

Home
Shop
Orders
Contracts
Accounts Payable
Vendors
Sourcing

All Orders ▼   Search (Alt+Q)   🔍   0.00 USD 🛒   ♡   1   🔔   👤

🔓 Logout

My Profile ▸ Cart Assignees

Brian Bryson

User Name mbryson

User Profile and Preferences ›
Update Security Settings ›
Default User Settings ‹
   Custom Field and Accounting Code Defaults
   Default Addresses
   Cart Assignees
   Checkout Settings
User Roles and Access ›
Ordering and Approval Settings ›
Permission Settings ›
Notification Preferences ›
User History ›
Administrative Tasks ›

Cart Assignees ?

Add Assignee...

My Cart Assignees ?

Name	Action
Brian Bryson	Set as Preferred Remove

Menu Search
←

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Screenshot 2

Home
Shop
Orders
Contracts
Accounts Payable
Vendors
Sourcing

All Orders ▼   Search (Alt+Q)   🔍   3,508.92 USD 🛒   ♡   1   🔔   👤

Requisition · 190855739   👁   🖨   ?   ···   Check Budget (Only Click Once Then Refresh Page Then Wait)   Assign Cart   Submit For Approval

Summary   PO Preview   Comments 3   Attachments 1   History

General

Assign Cart: User Search ✕

Assign Cart To: no value
   SELECT ▼ or SEARCH

PROFILE VALUES

BRIAN BRYSON

Note To Assignee:

Assign   Close

Cart Name   2024-0
Cart Description   no value
Priority   Norma
Requested Delivery   no value
Ship Via   Best Carrier-Best Way
Bid Information   no value
Shopper
Requisitioner   Brian Bryson
Procurement Desk   no value
Issuing Officer   no value
Declining Balance PO   ✕

Chematix Storage Location (PI Last Name, Building #, Room #, Chematix Lab ID)   no value

Notes and Attachments ✏ ··· ⌄

Yes, Goods Only - Additional questions listed below do not need to be answered

...will have regular interaction with minors, students, employees   no value

3. Vendor will have regular access to facilities, monies, sensitive info   no value

4. Does GASB 87 Apply?   If "No", please indicate why using the drop down box

5. GASB 87 does not apply   N/A - Purchase requisition is not related to a Lease/

Summary ⇥

Draft (returned)

❌ **Correct these issues.**
You are unable to proceed until addressed.

You need to Check Budget (Only Click Once then Refresh page then wait) before you can proceed.

⚠️ **Be aware of these issues.**
You may review and proceed.

For additional guidance on the Declining Balance topic, click on question #8 for a helptext popup. (This message will not prevent cart submission).

Total (3,508.92 USD) ⌄

Shipping and Handling charges are calculated and charged by each vendor. The values shown here are for estimation purposes, budget checking, and workflow approvals. If the vendor quoted shipping and handling, then the invoice cannot exceed the quote. Vendors that offer free shipping do so at the standard ground service level and this does not include things like: dry ice, hazmat, overnight, or other express shipping options. These and other special handling requirements require additional charges.

Menu Search
←

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Franklin Business Services Center (BSC) Default Address Instructions

Adding the correct default address to your profile in UGAmart allows BSC to ensure delivery to the proper location. All orders except for services and large pieces of equipment will route through UGA Central Receiving first for inspection and receipt creation, then will be delivered to your campus location.

1. Go to ugamart.uga.edu and log in. You should use your usual UGA login information.

2. Within UGAmart, click on the person-shape "User" icon on the top-right, then click on "View My Profile."

3. On the left-hand side of the screen, click on "Default User Settings" to expand the menu and then click on "Default Addresses."

4. Click the gray "Ship To" tab.

5. Click on the green "Select Addresses For Profile" button.

6. In the "Address Search" box enter '02037 MAIL' in the "Nickname/Address Text" field and click the green button.

7. This should display the address for Central Receiving. Click the circular button next to '02037 MAIL & RCVG SVCS' to open the address for editing.

8. Enter a title for the address into the "Nickname" field and enter the Building and Room Number in the "Room" field. Click the green "Save" button.

Please note:

a. There is a screenshot following to illustrate what your "Default Address" page may look like, another to show what the search results showing the address of Central Receiving looks like, and another to show how the final address editing page may look.

b. Remember to leave a comment on the cart if the shipping information needs to change for a single order.

First screenshot

All Orders ▼   Search (Alt+Q)   0.00 USD 🛒   ♡   2   🔔   👤

My Profile ▶ Default Addresses   Logout

Brian Bryson

User Name   mbryson

- Home
- Shop
- Orders
- Contracts
- Accounts Payable
- Vendors
- Sourcing

Menu Search

- User Profile and Preferences
- Update Security Settings
- Default User Settings
  - Custom Field and Accounting Code Defaults
  - **Default Addresses**
  - Cart Assignees
  - Checkout Settings
- User Roles and Access
- Ordering and Approval Settings
- Permission Settings
- Notification Preferences
- User History
- Administrative Tasks

Default Addresses   ?

Ship To | Bill To

Select an address to edit   **Select Addresses For Profile**

Shipping Addresses
- ** Chemicals
- Adam Hannon-Hatfield
- Adam Milewski
- Adrian Torres
- Aimee Williams
- AIRGAS - Amy Medlock
- AIRGAS - Camilo Perez
- AIRGAS - Cordula Schulz

Address Search

Nickname / Address Text: 02037 MAIL
Results Per Page: 10 ▾
Search

Addresses Found: 1   ◄ Page 1 of 1 ►

Name | Address
○ 02037 MAIL & RCVG SVCS | Attn: Brian Bryson
Dept.: H1000218 Franklin-Deans Business Office
Room:
MAIL & RCVG SVCS
4435 ATLANTA HWY
ATHENS, GA 30606
United States

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Second screenshot

All Orders ▼   Search (Alt+Q)   0.00 USD 🛒   ♡   2   🔔   👤

My Profile ▶ Default Addresses   Logout

Brian Bryson

User Name   mbryson

- Home
- Shop
- Orders
- Contracts
- Accounts Payable
- Vendors
- Sourcing

Menu Search

- User Profile and Preferences
- Update Security Settings
- Default User Settings
  - Custom Field and Accounting Code Defaults
  - **Default Addresses**
  - Cart Assignees
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- Administrative Tasks

Default Addresses   ?

Ship To | Bill To

Select an address to edit   **Select Addresses For Profile**   **Delete Address**

Shipping Addresses
- ** Chemicals
- Adam Hannon-Hatfield
- Adam Milewski
- Adrian Torres
- Aimee Williams
- AIRGAS - Amy Medlock
- AIRGAS - Camilo Perez
- AIRGAS - Cordula Schulz

Edit Selected Address   ?

Nickname: 02037 MAIL & RCVG SVCS
Default: ☐
Current Default Address: ---

A D D R E S S

Attn: *   Brian Bryson
Dept.: *   H1000218 Franklin-Deans Business Office
Room:
Address Line 1   MAIL & RCVG SVCS
Address Line 2   4435 ATLANTA HWY
City   ATHENS
State   GA
Zip Code   30606
Country   United States

Save

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