As a Shopper, you are not able to “Place an order” directly through the Prime Marketplace. Shopper’s MUST assign shopping carts to a known department requisition creator to place the order on their behalf. The Prime Marketplace refers to these requisition creators as “Assignees”. The steps below illustrate how to setup a default Assignee.

1. Navigate to the Prime Marketplace home page.
2. Click “your name” on the top right of the page and select View My Profile.


4. Click Add Assignee.

5. Search for your Requisition Creator using their Last Name, First Name, User Name, or Email.

6. Locate your requisition creator and click Select.

Once you have selected your assignee, you may also click Set as Preferred to ensure the Assignee name pre-populates on future orders you place.