

#### Using the My Requisition Page

#### **Overview**

The My Requisitions page is available by using the **Search/Export** page, via *the My Pending Requisitions* menu link under your name at the top. View the status of your requisitions, identify rejected requisitions quickly and access each requisition by clicking on the requisition number listed. You may also check orders for carts shopped by others and assigned to you. Search terms include **ChartFields**, which means you may search for requisitions placed for a certain Project ID or Business Unit that will include orders placed for assigned carts and your own requisitions. This guide explains the different types of requisitions displayed. For instructions on searching, filtering results and exporting, refer to the new "Using the Search/Export to Research POs and Requisitions" instruction guide.

To access myUF Marketplace as a Shopper:

- a. Log on to **http://my.ufl.edu** using your GatorLink username and password.
- b. Click Nav bar > Main Menu > My Self Service > myUF Marketplace for the UF\_N\_MKT\_Shopper.
- c. Click **Nav bar > Main Menu > Financials > eProcurement > myUF Marketplace** for the UF\_N\_MKT\_Shopper\_Req role (to shop).

To access myUF Marketplace as a Requestor or Approver:

- a. Log on to **http://my.ufl.edu** using your Gator Link username and password.
- b. Click Nav bar > Main Menu > Financials > eProcurement > myUF Marketplace.

#### To go to the **Search/Export** page to view your requisitions:

- a. Click the Your Name > My Pending Requisitions.
- b. A red box with the number of pending requisitions displays on the right margin of the flyout menu.

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	│	me 〉Home/S	qq		Gator Shoppe	r		?
٩	s	Shop Ever	hing		View My Profile Set My Home Pag Logout	ge		
	Welcome to <i>my</i> uf Market!	Go to: advan	d search   favorites   forms   non-catalog item   Forms	quick order	My Pending Requ	uisitions		1
	The AP and Travel module reopened on July 5th. more information see the <u>Year End Schedule</u> .	. For	Services Request Form Laboratory Mov		aled Vendor	Confirmation Irchase Request Form	Amount Only Request for Goods (Blan	

To display only requisitions placed on behalf of another user, such as for assigned cart:

1. Uncheck the checkbox for your name in the left-hand Filter under **Shopper.** 

**UF** Training & Organizational Development

## **Instruction Guide**

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È	Orders & Documents      Search/Export	$\rangle$	Search/Export 🗢 👌 Sea	rch/Export				
	start new search edit search		Showing <b>1 - 1</b> of	1 results	All Dates			
1	Filtered By	4	Results per page 2	0 💌	Sort by: Best match	•		🔳 Page 1 of 1 膨 💡
	Type: Requisition		Requisition No.	Supplier(s)	Requisition Name	Requisitioner	Requisition Date/Time	Requisition Total
	Date Range: All Dates [remove all] Shopper		<i>R</i> 718724 🖻	Santa Cruz Biotechnology Inc.	2012-02-14 ufrequestor 03	Gator Shopper	2/14/2012 4:26 PM	1,250.00 USD
	Workflow Status							
	Save Search Export Search							

- 2. The page will instantly refresh itself and show all requisitions placed on behalf of other shoppers.
  - a. Filter by shopper by checking the checkbox by the shopper's name now listed in the filter under **Shopper.**

Orders & Documents > Search/Export	> Search/Export 🗢 > S	Gearch/Export				
start new search edit search	Showing <b>1 - 20</b>	of 84 results	All Dates			
Filtered By	Results per page		Sort by: Best match	•	I Pa	ige 1 🔻 of 5
Type: Requisition	Requisition No.	Supplier(s)	Requisition Name	Requisitioner	Requisition Date/Time	Requisition
Date Range: All Dates	2 1064232 🔍	Graybar Electric Company Inc	Testing FPFND	Gator Requestor	11/26/2013 1:09 PM	2,400.0
[remove all] Workflow Status	2 1061108 🖻	Bryan Mehaffey	2013-11-19 testreq10 02	Tester Requestor10	11/19/2013 1:27 PM	187,200.0
Pending	2 1061048 🗟	Clark Nikdel Inc	2013-11-19 testreq8 02	Tester Requestor8	11/19/2013 1:12 PM	15,000.0
Save Search Export Search	2 1061052 🗟	Hughes Corporate Printing LLC	notecards	Tester Requestor3	11/19/2013 1:11 PM	9,400.0
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Refine Search Results ?	2 1061103 🗟	NGI Capital Inc	2013-11-19 testreq11 02	Sherrita Denson	11/19/2013 1:03 PM	37,500.0
Туре	2 1061020 🗟	Graybar Electric Company Inc	2013-11-19 testreq17 01	Tester Requestor17	11/19/2013 12:26 PM	47,000.0
Requisition 💌	2 1060995 🗟	Hughes Corporate Printing LLC	2013-11-19 testreq11 01	Sherrita Denson	11/19/2013 12:14 PM	9,400.0
Date Range	2 1061008 🗟	Bryan Mehaffey	2013-11-19 testreq10 01	Tester Requestor10	11/19/2013 12:08 PM	187,200.0
All Dates 💌	2 1061002 🗟	Hughes Corporate Printing LLC	Hughes envelopes 11.19.13	Tester Requestor3	11/19/2013 12:03 PM	9,400.0
Supplier 😱	2 1061001 🗟	Hughes Corporate Printing LLC	2013-11-19 testreq4 01	Tester Requestor4	11/19/2013 12:02 PM	9,400.0
GE Healthcare (16)	2 1060976 🗟	Concord USA Inc	2013-11-19 testreq8 01	Tester Requestor8	11/19/2013 11:57 AM	10,795.0
Mister Paper Inc (9) Fisher Scientific Co LLC (7)	2 1059274 🖻	Concord USA Inc	Concord Software ASAP for Jason	Gator Requestor	11/19/2013 11:37 AM	10,795.0
Bio Rad Laboratories Inc (4)	1058672 🗟	Fisher Scientific Co LLC	2013-11-13 ufrequestor 04	Gator Requestor	11/13/2013 1:52 PM	49.9
t Augustine Glided [more]	2 1058669 🗟	Fisher Scientific Co LLC	2013-11-13 ufrequestor 03	Gator Requestor	11/13/2013 1:40 PM	49.9
Shopper 💦	2 1039507 🖻	Abba Construction Inc	Non-FLPTU Supplier in FLPTU form	Gator Requestor	10/1/2013 2:47 PM	2.0
Gator Requestor (54)	a 1039505 🗟	Graybar Electric Company Inc	2013-10-01 ufrequestor 01	Gator Requestor	10/1/2013 2:44 PM	10.0
Marianne Preisler (9) Karen Frank (3)	2 1037412 🖻	Graybar Electric Company Inc	no enabled no contract	Gator Requestor	9/25/2013 2:32 PM	1.0
Sherrita Denson (3)	2 1036711 🖻	Mister Paper Inc	9-24-2013	Gator Requestor	9/24/2013 1:51 PM	2,219.7
Tester Requestor3 (2) [more]	₹ 1027982 🔍	Mister Paper Inc	CRIS	Karen Frank	9/3/2013 2:59 PM	6.6

# **Instruction Guide**

### Using the My Requisition Page

#### Reading the Results

- 1. This page contains:
  - a. Requisition Number (click to view requisition)
  - b. Supplier(s)
  - c. Requisition Name
  - d. Requisitioner
  - e. Requisition Date/Time
  - f. Requisition Total
  - g. Status icon (See legend below)
- 2. Some status explanations for the symbols in the status column:
  - a. **Requisition Pending Approval** waiting for system or approver to validate.
  - b. **Requisition Withdrawn** the requestor withdrew the requisition after placing order but before being approved.
  - c. **Pending, but line item rejected** Approvers can reject a line item in a requisition and let the other lines continue to system checks and PO dispatched.
  - d. **Approved, but line item rejected** A requisition which is proceeding but with a rejected line.
- 3. See chart below for the symbol legend:

LEGEND					
$\checkmark$	Requisition Approved				
N	Requisition Pending Approval				
X	Requisition Rejected				
t	Requisition Withdrawn				
×	Pending, but line item(s) Rejected				
×⁄	Approved, but line item(s) Rejected				

4. To view requisitions by ChartFields, click the **Edit Search** button on the top left and use the instruction guide "Using the Search Export to Research POs and Requisitions".

For further help, e-mail <u>procurement@ufl.edu</u> or contact Procurement Services Help Desk at 392-1335.