**Overview**

**Searching for Purchase Orders in myUF Marketplace**

This instruction guide is designed to show how to pull a report of purchase orders in myUF Marketplace using filters at the top to narrow down your search. For example, you can search by:

- Date range
- AP Status (Closed or open)
- ChartFields including Projects and PO Business Unit ranges

You can drill down through results using the filters on the left menu, such as Form type.

1. Log on to [http://my.ufl.edu](http://my.ufl.edu) using your Gator Link username and password.
2. **Click Nav bar > Main Menu > Financials > eProcurement > myUF Market.**

To search for purchase orders:

1. Click the **Orders** icon on the left side of the page > **Click Orders > Purchase Orders**

2. The results will default to the **Last 90 Days**. You can change that by clicking on the Created Date filter at the top and opening the box for more options.
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For example, if you click on More Options you can see all options.

3. To apply more filters, click the Add Filter box on the right. Scroll down the list to see more filters.

For example, if you would like to see all POs created this fiscal year, check the PO Number box, then at the value box, enter “21” for all POs starting with 2100XXXXXX for this FY.
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4. If you would like to see the AP Status of these POs, check AP Status, then select from the options presented:

Note: Currently the Soft Closed is not functional. It will be in the near future.

5. If you would like to narrow the search to your PO Business Unit, your Dept ID or your Project, click Add Filter and scroll down to Custom Fields for ChartFields.
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There you can enter a range of chartfield values. For this example, we chose Business Unit and entered a range to get POs for an entire college:

Before looking at the results, check the filters to make sure they are exactly what you need. If there are too many, you can remove or adjust.

6. Use the filters on the left to narrow down the results. Click on your selection.
7. You can also click on Show More to see the full list of options for that filter.
Click here to view a video of an example of searching for purchase orders since start of this Fiscal Year for POs that have not been invoiced for supplier Fisher Scientific for a specific department ID.

For assistance, e-mail procurement@ufl.edu or contact the Procurement Services Help Desk at 392-1335.