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.**

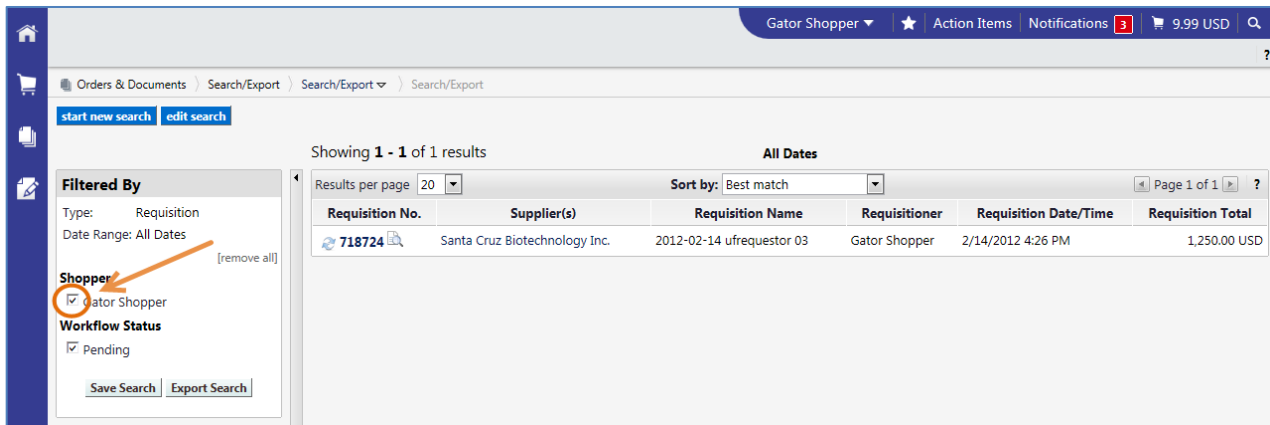To go to the **Search/Export** page to view your requisitions:
  a. Click the **Your Name** > **My Pending Requisitions.**
 b. A red box with the number of pending requisitions displays on the right margin of the flyout menu.
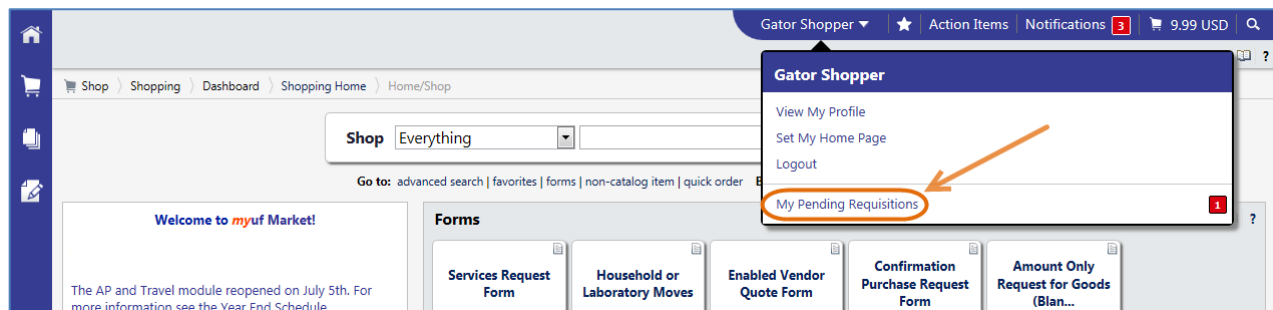
To display only requisitions placed on behalf of another user, such as for assigned cart:

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

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.**
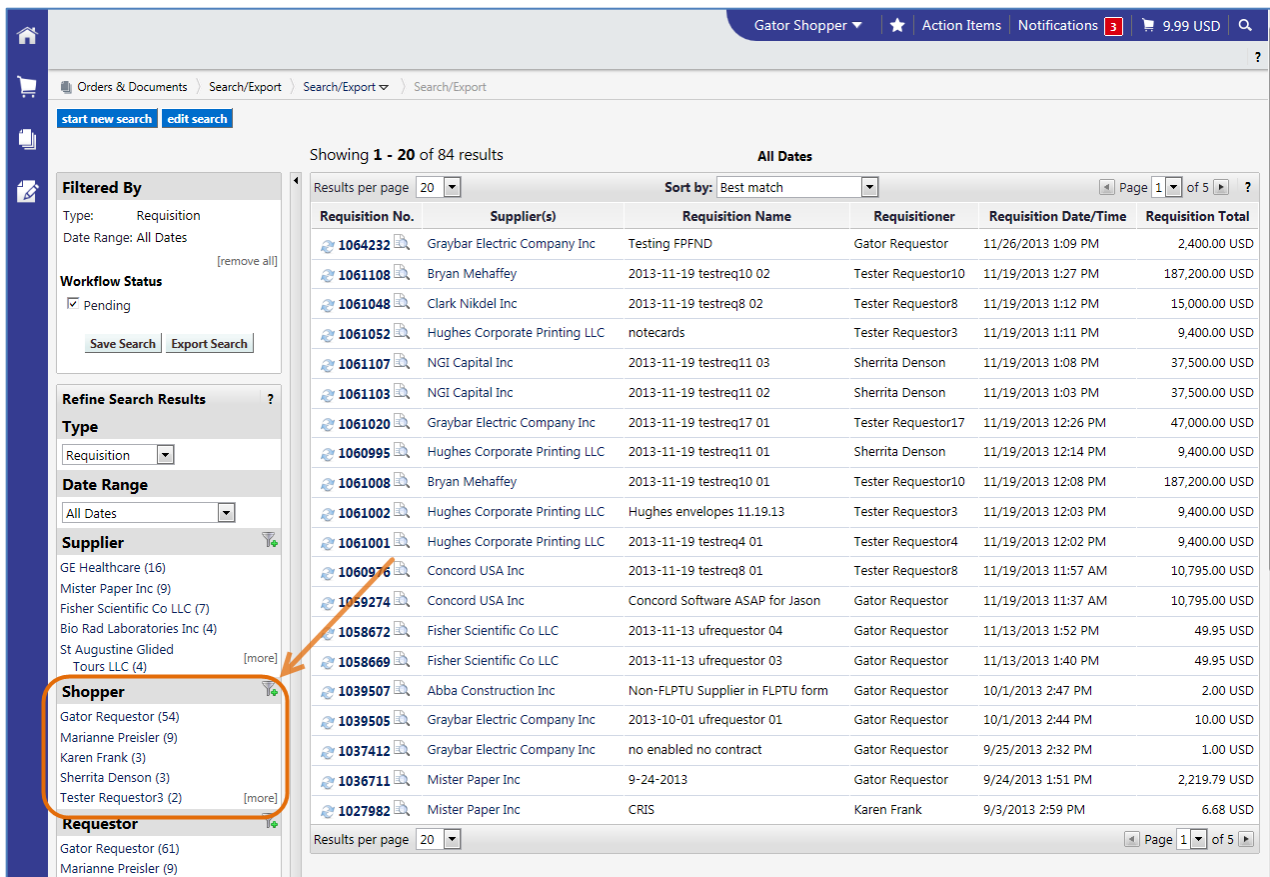
Reading the Results

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	
✓	Requisition Approved
🔄	Requisition Pending Approval
✗	Requisition Rejected
←	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 procurement@ufl.edu or contact Procurement Services Help Desk at 392-1335.