

## 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 Market as a Shopper:

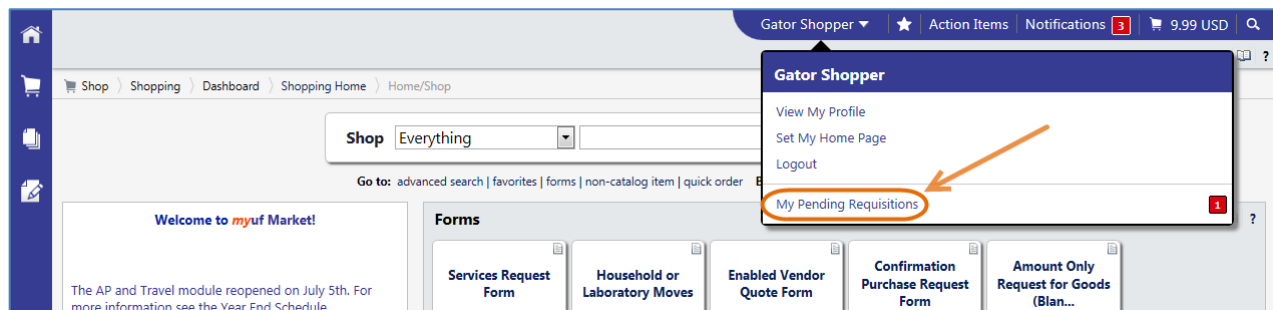
- Log on to **http://my.ufl.edu** using your GatorLink username and password.
- Click **Nav bar > Main Menu > My Self Service > myUF Market** for the UF\_N\_MKT\_Shopper.
- Click **Nav bar > Main Menu > Financials > eProcurement > myUF Market** for the UF\_N\_MKT\_Shopper\_Req role (to shop).

#### To access myUF Market as a Requestor or Approver:

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

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

- Click the **Your Name > My Pending Requisitions.**
- 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:

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

The screenshot shows the 'My Requisition Page' interface. On the left, the 'Filtered By' section is expanded to show 'Shopper' with a checkbox for 'Gator Shopper' checked. Below it, 'Workflow Status' has 'Pending' checked. The main table displays one requisition:

Requisition No.	Supplier(s)	Requisition Name	Requisitioner	Requisition Date/Time	Requisition Total
718724	Santa Cruz Biotechnology Inc.	2012-02-14 ufrequestor 03	Gator Shopper	2/14/2012 4:26 PM	1,250.00 USD







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**.

The screenshot shows the 'My Requisition Page' after filtering by 'Gator Shopper'. The 'Filtered By' section on the left now shows 'Shopper' with a list of 54 'Gator Requestor' entries. The main table displays 20 requisitions:

Requisition No.	Supplier(s)	Requisition Name	Requisitioner	Requisition Date/Time	Requisition Total
1064232	Graybar Electric Company Inc	Testing PPFND	Gator Requestor	11/26/2013 1:09 PM	2,400.00 USD
1061108	Bryan Mehaffey	2013-11-19 testreq10 02	Tester Requestor10	11/19/2013 1:27 PM	187,200.00 USD
1061048	Clark Nikdel Inc	2013-11-19 testreq8 02	Tester Requestor8	11/19/2013 1:12 PM	15,000.00 USD
1061052	Hughes Corporate Printing LLC	notecards	Tester Requestor3	11/19/2013 1:11 PM	9,400.00 USD
1061107	NGI Capital Inc	2013-11-19 testreq11 03	Sherrita Denson	11/19/2013 1:08 PM	37,500.00 USD
1061103	NGI Capital Inc	2013-11-19 testreq11 02	Sherrita Denson	11/19/2013 1:03 PM	37,500.00 USD
1061020	Graybar Electric Company Inc	2013-11-19 testreq17 01	Tester Requestor17	11/19/2013 12:26 PM	47,000.00 USD
1060995	Hughes Corporate Printing LLC	2013-11-19 testreq11 01	Sherrita Denson	11/19/2013 12:14 PM	9,400.00 USD
1061008	Bryan Mehaffey	2013-11-19 testreq10 01	Tester Requestor10	11/19/2013 12:08 PM	187,200.00 USD
1061002	Hughes Corporate Printing LLC	Hughes envelopes 11.19.13	Tester Requestor3	11/19/2013 12:03 PM	9,400.00 USD
1061001	Hughes Corporate Printing LLC	2013-11-19 testreq4 01	Tester Requestor4	11/19/2013 12:02 PM	9,400.00 USD
1060976	Concord USA Inc	2013-11-19 testreq8 01	Tester Requestor8	11/19/2013 11:57 AM	10,795.00 USD
1059274	Concord USA Inc	Concord Software ASAP for Jason	Gator Requestor	11/19/2013 11:37 AM	10,795.00 USD
1058672	Fisher Scientific Co LLC	2013-11-13 ufrequestor 04	Gator Requestor	11/13/2013 1:52 PM	49.95 USD
1058669	Fisher Scientific Co LLC	2013-11-13 ufrequestor 03	Gator Requestor	11/13/2013 1:40 PM	49.95 USD
1039507	Abba Construction Inc	Non-FLPTU Supplier in FLPTU form	Gator Requestor	10/1/2013 2:47 PM	2.00 USD
1039505	Graybar Electric Company Inc	2013-10-01 ufrequestor 01	Gator Requestor	10/1/2013 2:44 PM	10.00 USD
1037412	Graybar Electric Company Inc	no enabled no contract	Gator Requestor	9/25/2013 2:32 PM	1.00 USD
1036711	Mister Paper Inc	9-24-2013	Gator Requestor	9/24/2013 1:51 PM	2,219.79 USD
1027982	Mister Paper Inc	CRIS	Karen Frank	9/3/2013 2:59 PM	6.68 USD

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:

<b>LEGEND</b>	
	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](mailto:procurement@ufl.edu) or contact Procurement Services Help Desk at 392-1335.