

Change Orders will now be created electronically in myUF Market. This guide is intended to help Approvers approve the Change Order Request in myUF Market and submit that request to Procurement Services. Unless indicated here, all rules that apply to purchase requisitions also apply to change requests.

To access myUF Market logon through the myUFL Portal

- ► 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_Requestor

To locate the Change Order requisitions routed to you to approve, you may:

- Click on your Action Items > Unassigned Requisitions Needing Approval, or
- Click on Notifications > Shopping Carts and Requisitions, or
- Cart Icon (Orders and Documents) > Approvals > My Approvals

The change order will look like a requisition with the supplier as UF Purchasing Change Order:

	Orders & Documents Approvals My Appr Group Results By: List	ovals 🗢 👌 My Approvals - Requisiti	on					
	Showing 1 - 18 of 18 Results			All Dates			Assign	Go
Ø		Results Per Page 20 V		Sort by: Folder Entry date newest first			🛃 Page 1 of 1 📄 📍	
	Filtered by	Hide requisition details						
	Type: Requisitions Date Range: All Dates View Approvals For: Gator Approver	Requisition No.	Suppliers:	Assigned Approver	PR Date/Time	Requisitioner	Amount	Action
		<i>2</i> 1321356 🕰	UF Purchasing Change Order - internal use only	lot Assigned	3/31/2015 8:04 AM	Gator Requestor	250.00 USD	Assign
	Filter My Approvals ?	Requisition Name No. of line items	2015-03-31 ufrequestor 01		Folders 0 Days in fold	[Dept Id: 21030000 (CFO-PU 74,999.99) USD]	RCHASING SERVICES): (0.0	00 -
	Туре	<i>≈</i> 1265351 🖻	QIAGEN, Inc.	Not Assigned	12/19/2014 10:04 AM	Gator Requestor	450.00 USD	Assign
	Requisitions	Requisition Name No. of line items	2014-12-19 ufrequestor 01 1		Folders 102 Days in female	older [Dept Id: 64400000 (FA-PU (0.00 - 74,999.99) USD]	RCHASING/DISBURS SER	VS):

- 1. Click on the **Assign** button to have all the options available to approvers for this requisition.
- 2. Click on the requisition number on the left to open the request.
- 3. Scroll down to the bottom and click on the **Change Order Request** form to open.

Supp	lier / Line Item Details							
<u>Hide I</u>	line details							
UF Purchasing Change Order - internal use only more info								
	······	,						
	Product Description			Catalog No				
1 Change Order Request immore info								
	Justification and Comments	Increase needed.	Commodity Code	43211500				
	more info			Computers				

© Training and Organizational Development UF Human Resources University of Florida, Gainesville, FL 32611 Updated: December 1, 2020 Page 1 of 2 When you open the form, you may review the following:

- Original PO number
- The line and distribution being modified
- The Commodity Code
- The type of change (increase, decrease, etc.)
- The reason for change
- The new PO Line Amount

To close the form, click the **Close** button at the top

To approve, click on the **Available Actions** dropdown at the top to Finalize Step and Go. If you have questions, you may select **Return to Requisitioner** and include a comment. Once approved, the Change Order request will follow the workflow below and route to the Document Submission folder for Procurement to complete the change order.

						Available Actions.	nua comiene i joo
Requisition PR Appro	vals Comment	Attachments	History				ء 🖨
Submitted Gator Requestor On behalf of: Karen Frank Purcha Services 2/26/2015 8:43 A	ing A	ombo Edit Val Completed √ System	idation	Financial Approval Approved ✓ ✓ Gator Approver	Buyer Sourcing Approved ✓ ✓ Gator Buyer	Document Submission Approved ✓ ✓ Karen Gator	✓ Completed 3/2/2015 3:15 PM

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