

Complete the Change Order Request form electronically in myUF Market and submit the requisition to Procurement Services. This will not become a purchase order. Procurement Services will follow the instructions you complete in the form to make the changes to your PO.

(For changes to Purchase Orders with a fund code of 5XX in the chartfield, contact Construction Accounting at <u>faca@admin.ufl.edu</u> or 352-392-5778.)

Complete the form and add to a cart, then enter the same Bill To, Ship To and ChartFields as the original purchase order you are changing. There are options to make this easier:

Option 1 - Start with New Cart and copy ChartFields from the original PO's requisition. Option 2 – Copy Original PO's Requisition to a New Cart, delete the lines and add the form.

To access myUF Market logon through the myUFL Portal.

Log on to **http://my.ufl.edu** using your GatorLink username and password

1. Click Main Menu > My Self Service > myUF Market

## **Option 1 – Start with a New Cart**

To access the form for Change Order Requests click the form sticker for Change Order Request on the Home/Shop page.

<i>my</i> uf market		Gator Requestor 🔻	* 🗖 15	🔎 📜 0.00 USD	Search (Alt+Q) Q
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📜 Shop 🗦 Shopping 🗦 Shopping Home 🗢 🍃 Home/Shop					
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Shop Everything	~		Go		
Go to: advanced search   fav	orites   forms   non-catalog item   quick order Brow	wse: suppliers   categorie	s   contracts	_	
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Welcome to myUF Market!					
YEAR END Procurement Deadlines for FY 2018:	Standard Service Request Form For catalog vendors	Amount Only Request for Goods (B	Confirma Purchase R Form	eques Change Reg	Agreement Intake e Order uest Form for Depart For Agreement
June 20, 2018 – Deadline for submitting ALL Change Orders on outstanding current EV encumbrances, including for departments to request POs be cancelled.	For use with services only	For use with goods	Does not disp vendo	batch to	Review Only

<u>Complete the request form</u>. The fields on the form (bold fields are required) are:

<u>Field</u>	Description	<b>Required</b>		
Purchase Order				
PO Line Number	5			
Distribution Number	Distribution Number Which distribution needs to be changed			
Commodity Code Type or search for code from original requisition (this routes your request to Purchasing Services staff)		Yes		
Vendor on Original PO	Type in the vendor on the original PO. This is not a lookup field.	Yes		
Type of Change	Dropdown for type of change	Yes		
Reason for Change	Dropdown for reason for change	Yes		
Change to Description or Due Date	Text for change if applicable	No		
New Quantity	Quantity on PO Line after the change is made	Yes		
New PO Line Amount	Amount on PO Line after the change is made	Yes		
Has the vendor requested a copy of this change?	No or Yes	No		
Justification and Comments	Any other information pertinent to the change or helpful to Purchasing Staff during approval process	No		



### This is an example of a completed form:

		Supplier Info			
Supplier UF Purchasing Change Orders					
		General Info			
General Info Instructions		e original Purchase Order in the Justification and in the appropriate fields. Bold items are required			
Purchase Order (one PO per form)	1500546784				
PO Line Number	1				
Distribution Number	1				
Commodity Code	81000000 searc	:h			
Vendor on Original PO	AI E. Gator Consulting				
Type of Change	Increase \$ Amount				
Reason for Change	Change in Scope/Needed Quantity	~			
Change to Description or Due Date					
New Quantity	1				
New PO Line Amount	5500.00				
Has the vendor requested a copy of this change?	● No ○ Yes				
Justification and Commer	ts	Extending scope to include swamp analysis.	^		
			~		
		958 characters remaining	expand clear		

- 2. After completing the form fields, select from the dropdown menu of Available Actions and click the Go button
  - Add and go to Cart select if all lines are input and you are ready to finish your request
  - Add to Cart and Return select if a PO has more than a single line or more than a single distribution. Each time the form is completed and added to the cart creates another line on the request.

Available Actions:	Add and go to Cart	-	Go	Close	
	Add and go to Cart				
	Add to Cart and Return Add to Cart Add to Draft Cart				?
	Add To Favorites Add to new Cart				_

### In the Requisition:

1. Click the **Proceed to Checkout** button and enter Ship To and Bill To or both may default from the requestor's (your) profile.



- 2. Complete the ChartField affected by the change. This should be what was on the original PO line referred to in the form fields. The Dept ID here will select Financial Approver rules. Once all required fields on the request click Place Order to submit.
- 3. You may open a new window to open the original PO, and copy and paste the ChartFields. To open a new window, click on File > New Window. There you may search for your PO, and copy and paste the ChartFields into your current cart.
- 4. The supplier on the requisition will show as UF Purchasing Change Orders.

Workflow for Change Requests include combination edit validation, financial approval based on Dept ID, Buyer Sourcing, and a final step called Document Submission which holds requests until the processing is completed in myUFL. The Change Request form does not encumber funds or budget check ChartFields. Any questions/comments will be communicated to the requestor via the Comments tab.

equisition PR Approvals Comme	nts Attachments History				
Submitted Gator Requestor On behall of: aren Frank Purchasing Services 2/28/2015 8-83 AM	Combo Edit Validation Completed √ ✓ System	Financial Approval Approved ✓ ✓ Gator Approver	Buyer Sourcing Approved √ ✓ Gator Buyer	Document Submission Approved ✓ ✓ Gator System	Completed 3/2/2015 3:15 PM

# **Option 2 – Copy Original PO's Requisition to a New Cart**

You may also copy the original PO's requisition to a new cart to keep the Ship To, Bill To and Chartfields. You must remove ALL the items in the new cart.

- Just click the Select All checkbox on the right
- Then click on **Remove Selected Items**



Click on **Continue Shopping** to find and complete the Change Request form and add it to the requisition. From there, give it a meaningful name so you can find it again, and assign the cart or place the order.

#### Gator Requestor 🔻 🛛 ★ 🛛 Action Items 🚺 🛛 Notifications 🚺 🐂 0.00 USD 🔍 ñ myuf market 🐂 Shop 🔰 My Carts and Orders 🚽 Open My Active Shopping Cart 💌 💚 Cart - 61288115 - Draft Requisitio 1 Continue Shopping 0 Item(s) for a total of 0.00 uso Shopping Cart for Marianne Preisler Name this cart: 2015-04-22 ufrequestor 01 Proceed to Checkout 6 Have you made changes? Update 🚔 | 🕐 Help | Add Non-Catalog Item | Empty cart | Perform an Action for Selected Lines (0 items selected)... 🔹 Select All 🛙 Your shopping cart is empty! Click here to start shopping

For further help, e-mail <u>myufmarket@ufl.edu</u> or contact Purchasing Services at 392-1335.