Submitting a Change Request in myUF Market

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.

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.

Complete the request form. The fields on the form (bold fields are required) are:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Order</td>
<td>The 10 digit PO number the request is about</td>
<td>Yes</td>
</tr>
<tr>
<td>PO Line Number</td>
<td>Which line needs to be changed</td>
<td>Yes</td>
</tr>
<tr>
<td>Distribution Number</td>
<td>Which distribution needs to be changed</td>
<td>Yes</td>
</tr>
<tr>
<td>Commodity Code</td>
<td>Type or search for code from original requisition (this routes your request to Purchasing Services staff)</td>
<td>Yes</td>
</tr>
<tr>
<td>Vendor on Original PO</td>
<td>Type in the vendor on the original PO. This is not a lookup field.</td>
<td>Yes</td>
</tr>
<tr>
<td>Type of Change</td>
<td>Dropdown for type of change</td>
<td>Yes</td>
</tr>
<tr>
<td>Reason for Change</td>
<td>Dropdown for reason for change</td>
<td>Yes</td>
</tr>
<tr>
<td>Change to Description or Due Date</td>
<td>Text for change if applicable</td>
<td>No</td>
</tr>
<tr>
<td>New Quantity</td>
<td>Quantity on PO Line after the change is made</td>
<td>Yes</td>
</tr>
<tr>
<td>New PO Line Amount</td>
<td>Amount on PO Line after the change is made</td>
<td>Yes</td>
</tr>
<tr>
<td>Has the vendor requested a copy of this change?</td>
<td>No or Yes</td>
<td>No</td>
</tr>
<tr>
<td>Justification and Comments</td>
<td>Any other information pertinent to the change or helpful to Purchasing Staff during approval process</td>
<td>No</td>
</tr>
</tbody>
</table>
This is an example of a completed form:

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.

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.

**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.
In this tutorial, we will guide you through the process of submitting a Change Request in myUF Market.

### Step 1: Open the myUF Market Portal
1. **Navigate to the myUF Market portal**:
   - Click on the myUF Market icon to open the portal.

### Step 2: Navigate to the Change Request Form
2. **Locate the Change Request Form**:
   - Once in the portal, look for the Change Request section.

### Step 3: Fill Out the Change Request Form
3. **Complete the Form**:
   - Enter all necessary details into the form fields.
   - Review your entries to ensure accuracy.

### Step 4: Submit the Change Request
4. **Submit the Request**:
   - After verifying the information, submit the request.
   - A confirmation message will be displayed upon successful submission.

### Step 5: Review and Confirm the Request
5. **Review the Request**:
   - The request will be reviewed by the appropriate team.
   - Monitor your request status in the portal.

### Step 6: Finalize the Request
6. **Finalize the Process**:
   - Once approved, finalize the request.
   - Confirm all details are correct before finalizing.

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