

## **Overview**

Use the Remove dropdown to select Move to External Attachments or Move to Internal Attachments as appropriate to instantly move the attachment over.

Note: this feature is only available in Internet Explorer version 10 (IE10) or higher.

To access myUF Marketplace:

- 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.
- 1. Approvers: If the requisition is not assigned to you, you must **Assign the requisition** to yourself to use this feature. If not assigned you will not have the Remove Dropdown option as shown later in this guide. To assign the requisition, click the **Assign** button at the end of its row.

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È	Orders & Documents > Approvals > My Approvals - Requisition										
	Group Results By: List										
		of 11 Results	All Dates			Assign 💌 Go					
1	Filtered by	Results Per Page	20 💌	Sort	by: Submit date newest first	•	🔳 Pa	age 1 of 1 🖹 🕴 ?			
	Type: Requisitions	Hide requisition of	letails								
	Date Range: All Dates View Approvals For: Gator Approver UIT	Requisition No	o. Suppliers:	Assigned Approver	PR Date/Time	Requisitioner	Amount	Action			
	[remove all] Assigned	2 1061107	NGI Capital Inc	Not Assigned	11/19/2013 1:08 PM	Sherrita Denson	37,500.00 U	JSD Assign			
	☑ Not Assigned	Requisition Name	2013-11-19 testreq11 03		Folders 343 Days in folder [Dept Id: 85000000 (FL POLYTECHNIC UNIV (0.00 - 74,999.99) USD]			VERSITY):			
	Filter My Approvals ?	No. of line ite	ms 1								

- 2. Open the requisition and ensure you have the **Requisition** tab selected and you are viewing the **Summary tab**.
  - a. Shoppers & Requestors: you may move an attachment in the cart by using the Remove link Dropdown as well. Just navigate to the Requisition/Summary tab in the cart while in the Proceed to Checkout screen.

Add Non-Catalog Item									
Requisition	PR Approvals	PO Preview	Comments	Attachments (3)	History				
Summary Shipping Bill To and PCard Chartfields Supplier Info									
Hide header	_								

3. Scroll down to the Internal/External Notes and Attachments section of the summary. Click the **arrow** to expose the Remove dropdown menu and select the **Move to External Attachments** option. The attachment will move instantaneously.

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	Internal Notes and Attachments	?		External Notes and Attachments		?
Internal Note Internal Attachments		edit	Note to all Suppliers Attachments for all suppliers			edit
Add Attachments Certificate of En (55k)		Remove 🔻	Add Attachments Certificate of En (58k)		Remove 🔻	
Certificate of En (56k)		Remove -				
		Remove				
Supplier / Line Item De	tails	Move to External Attachme	ents			?

4. If you are moving from External Notes and Attachments, the dropdown will show **Move to Internal Attachments.** 

Internal Notes and Attachments			?		External Notes and Attachments	?		
Internal Note Internal Attachments Add Attachments Certificate of En (55k) Certificate of En (56k)		Remove 👻 Remove 👻	edit	Note to all Suppliers Attachments for all suppliers Add Attachments Certificate of En (58k)	no note Remove Move to Internal Attachments	edit		
Supplier / Line Item Details ?								

For further assistance, please e-mail <u>myufMarketplace@ufl.edu</u> Or call Purchasing Services Help Desk at 392-1335 Or visit <u>http://purchasing.ufl.edu/departments/myufMarketplace/default.asp</u>