Searching for Change Requests in myUF Marketplace

Overview
This instruction guide is designed to show how to pull a report of change requests (CR) in myUF Marketplace using filters at the top to narrow down your search. For example, you can search by:

- Date range
- Change Request Status (Pending)
- ChartFields including Projects and PO Business Unit ranges or Dept ID

You can drill down through results using the filters on the left menu, for example by supplier.

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

To search for purchase orders:

1. Click the **Orders** icon on the left side of the page > Click **Orders > Change Requests**

2. The results will default to the **Last 90 Days**. You can change that by clicking on the Created Date filter at the top and opening the box for more options. (It also gives you the PO number and the original amount, the change and new amount.)
### Change Request Table

<table>
<thead>
<tr>
<th>No.</th>
<th>Supplier</th>
<th>Prepared For</th>
<th>Submitted Date</th>
<th>Change Request Status</th>
<th>Total Amount</th>
<th>Original PO Total</th>
<th>Amount of Change</th>
<th>PO Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Florida Veterinary Medicine</td>
<td>Patricia King</td>
<td>10/28/2020</td>
<td>Pending</td>
<td>26430.00 USD</td>
<td>16,500.00 USD</td>
<td>11,930.00 USD</td>
<td>2100000310</td>
</tr>
<tr>
<td>2</td>
<td>Statewide Development</td>
<td>Sara Ross-Ochoa</td>
<td>10/28/2020</td>
<td>Pending</td>
<td>3874.00 USD</td>
<td>2420.00 USD</td>
<td>1454.00 USD</td>
<td>2100000010</td>
</tr>
<tr>
<td>3</td>
<td>Dempsy Tate Center specialties</td>
<td>Quincy Allen</td>
<td>10/28/2020</td>
<td>Pending</td>
<td>30000.00 USD</td>
<td>0.00 USD</td>
<td>30000.00 USD</td>
<td>2100000089</td>
</tr>
<tr>
<td>4</td>
<td>Life Technologies Corporation</td>
<td>Marianne Smith</td>
<td>10/17/2020</td>
<td>Pending</td>
<td>0.00 USD</td>
<td>24,900.00 USD</td>
<td>-24,900.00 USD</td>
<td>2100000060</td>
</tr>
</tbody>
</table>

**Updated:** October 26, 2020
For example, if you click on the Last 90 Days dropdown, you can select Month to Date:

3. To apply more filters, click the Add Filter box on the right. Scroll down the list to see more filters. For example, you can click on the Change Request Status box.

Use this filter to see which requisitions are still pending in workflow and have not become a purchase order. Select Pending when the options are shown and click the Apply button.
4. If you would like to narrow the search to your PO Business Unit, your Dept ID or your Project, or other ChartFields, click Add Filter and scroll down to Custom Fields.

For this example, we checked Dept ID and entered it into the field, then clicked Apply.

Before looking at the results, check the filters to make sure they are exactly what you need. If there are too many, you can remove or adjust.
Use the filters on the left to narrow down the results. Click on your selection. To export a list into Excel, click the Export All button on the top right.

![Excel Export Example]

Click on Manage Search Exports to get your file...

![Manage Search Exports]

Click on the link of the report to view.

![Report Link]

Click here to view a video of an example of searching for change requests since start of this month to find any that are still in Pending status for a certain Dept ID.

For assistance, e-mail procurement@ufl.edu or contact the Procurement Services Help Desk at 392-1335.