

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:

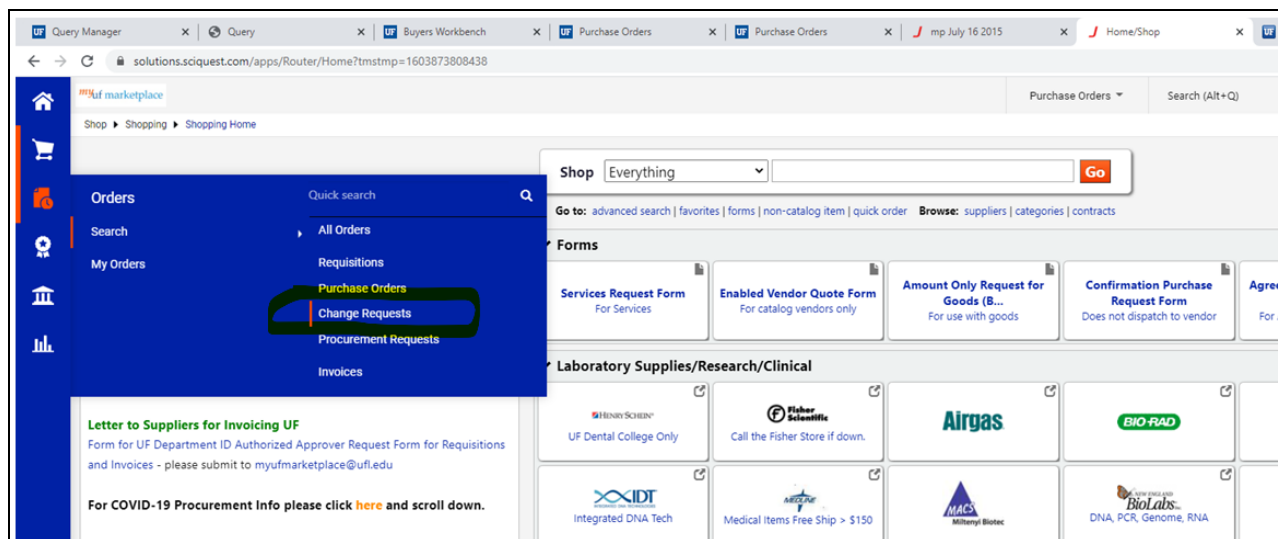
- Date range
- Change Request Status (Pending)
- ChartFields including Projects and PO Business Unit ranges or Dept ID

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** 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.

myuf marketplace

Purchase Orders Search (Alt+Q) 14.32 USD

Oders Search Change Requests

Search Change Requests

Quick Filters My Searches Created Date: Last 90 days Quick search Add Filter Clear All Filters Save As Pin Filters Export All

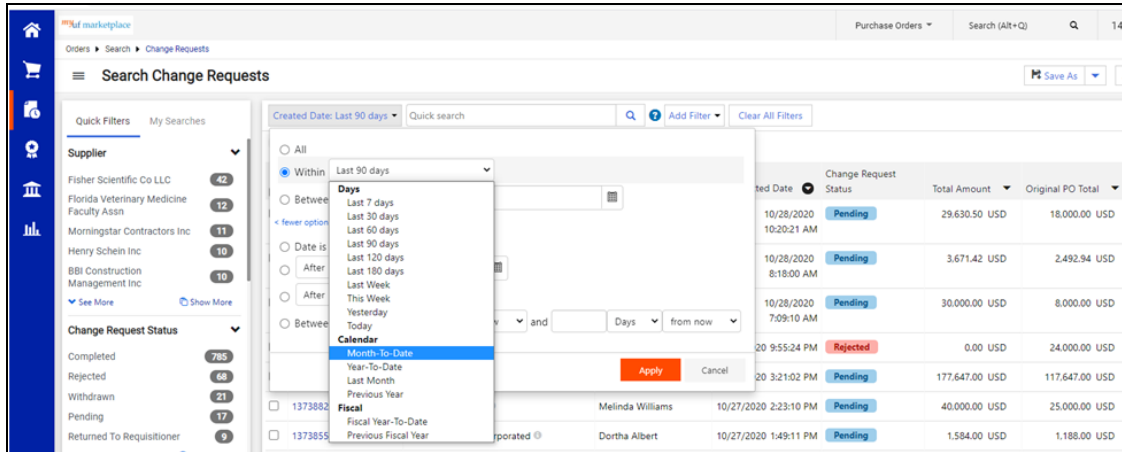
Page 1 of 5 1-200 of 900 Results 200 Per Page

Change Request No.	Supplier	Prepared For	Submitted Date	Change Request Status	Total Amount	Original PO Total	Amount of Change	PO Number
<input type="checkbox"/> 137417020	Feren Alexand Castillo Lujan	Patricia King	10/28/2020 10:20:21 AM	Pending	29,630.50 USD	18,000.00 USD	11,630.50 USD	2100831191
<input type="checkbox"/> 137411031	Riverside Assessments LLC	Shaira Rivas-Otero	10/28/2020 8:18:00 AM	Pending	3,671.42 USD	2,492.94 USD	1,178.48 USD	2100839855
<input type="checkbox"/> 137409935	Dentsply Tulsa Dental Specialties	Quincy Allen	10/28/2020 7:09:10 AM	Pending	30,000.00 USD	8,000.00 USD	22,000.00 USD	2100836869
<input type="checkbox"/> 137407560	Life Technologies Corporation	Marianne Smith	10/27/2020 9:55:24 PM	Rejected	0.00 USD	24,000.00 USD	-24,000.00 USD	2100830006

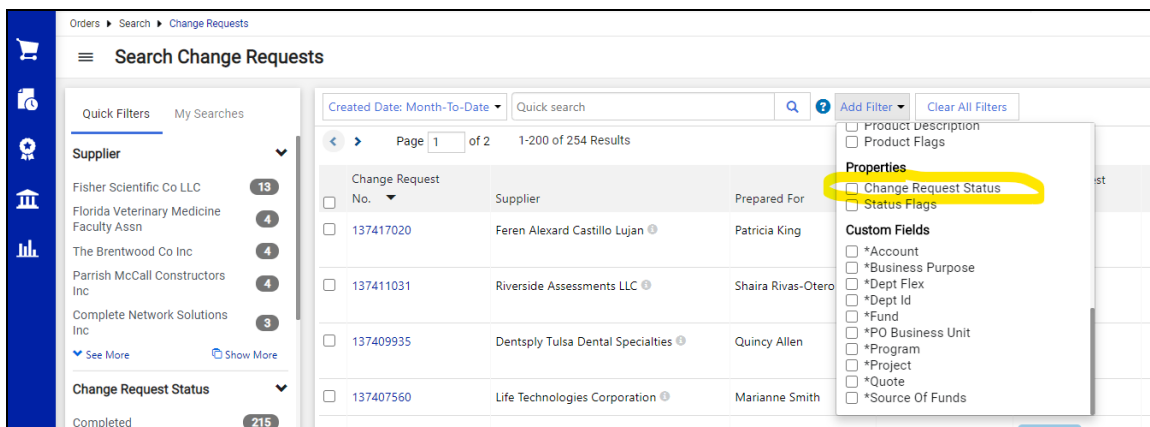
Supplier: Fisher Scientific Co LLC (42), Florida Veterinary Medicine Faculty Assn (12), Morningstar Contractors Inc (11), Henry Schein Inc (10), BBI Construction Management Inc (10). See More Show More

Change Request Status: Completed (785)

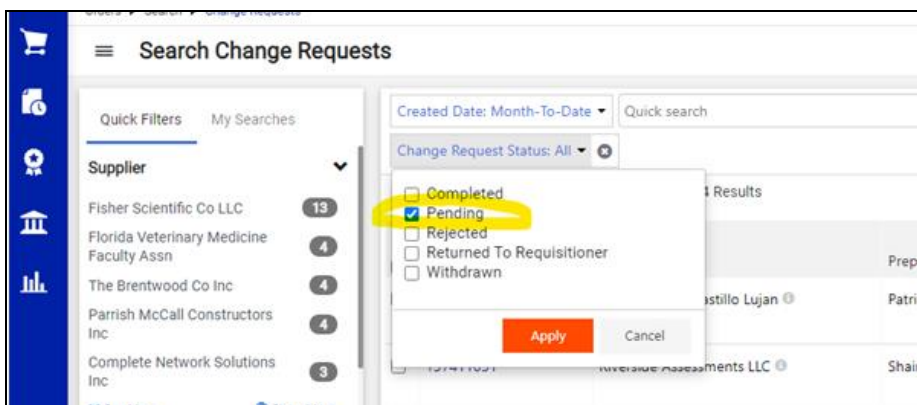
For example, if you click on the Last 90 Days dropdown, you can select Month to Date:



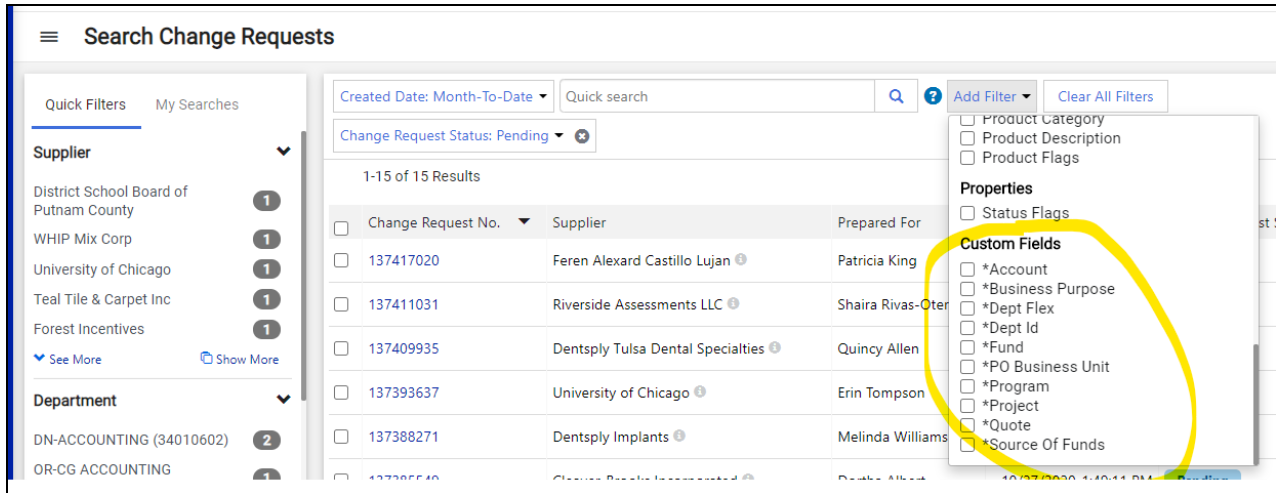
3. To apply more filters, click the Add Filter box on the right. Scroll down the list to see more filters. For example, you can click on the Change Request Status box.



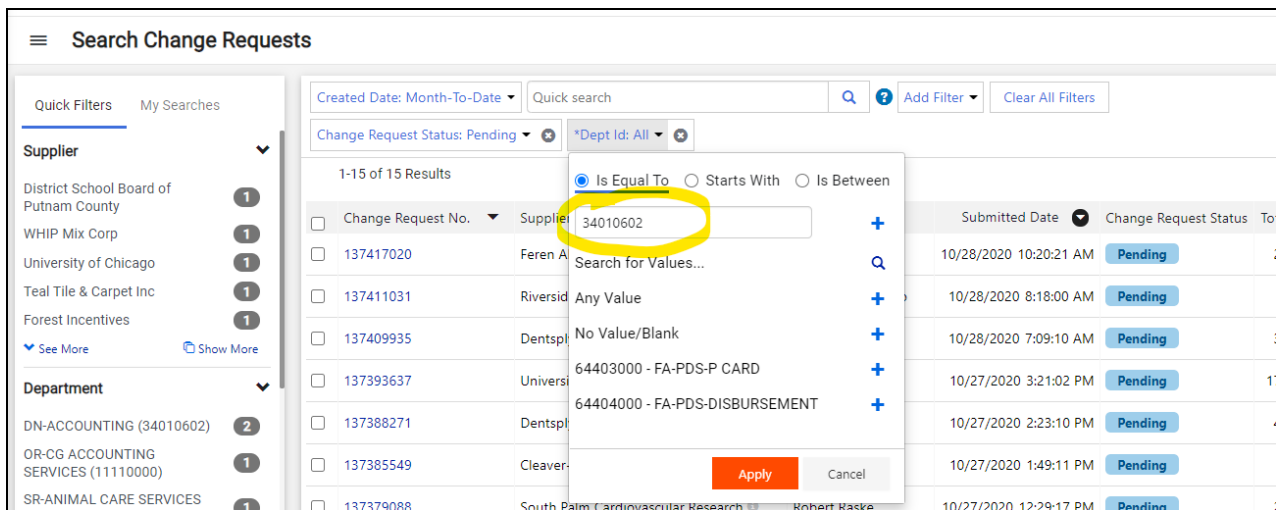
Use this filter to see which requisitions are still pending in workflow and have not become a purchase order. Select Pending when the options are shown and click the Apply button.



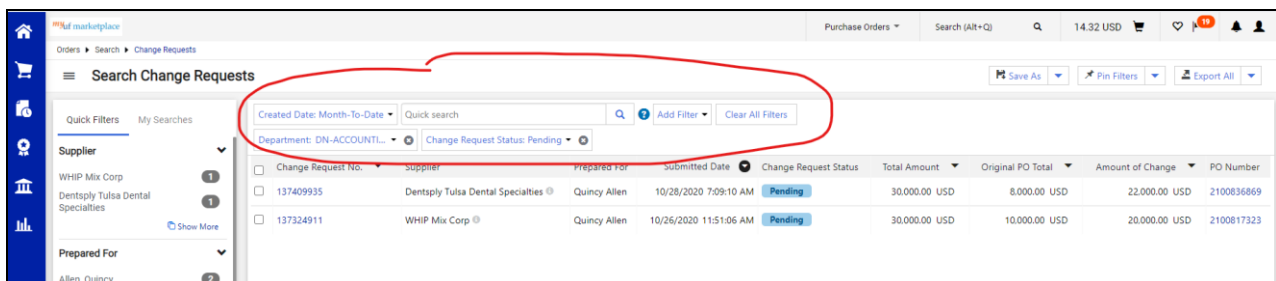
4. If you would like to narrow the search to your PO Business Unit, your Dept ID or your Project, or other ChartFields, click Add Filter and scroll down to Custom Fields.



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.

The screenshot shows the top right corner of the application interface. Three buttons are visible: 'Save As', 'Pin Filters', and 'Export All'. The 'Export All' button, which includes a download icon, is circled in yellow. Below the buttons is a table with columns: 'Change Request Status', 'Total Amount', 'Original PO Total', 'Amount of Change', and 'PO Number'. Two rows are visible, both with a 'Pending' status.

Change Request Status	Total Amount	Original PO Total	Amount of Change	PO Number
Pending	30,000.00 USD	8,000.00 USD	22,000.00 USD	2100836869
Pending	30,000.00 USD	10,000.00 USD	20,000.00 USD	2100817323

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

The screenshot shows a success message: 'Success Successfully created the export request. You can view the status and retrieve the file at Manage Search Exports'. The 'Manage Search Exports' option in the dropdown menu is circled in yellow. The table below shows two pending change requests.

Change Request No.	Supplier	Prepared For	Submitted Date	Change Request Status	Total Amount	Original PO Total	Amount of Change	PO Number
09935	Dentsply Tulsa Dental Specialties	Quincy Allen	10/28/2020 7:09:10 AM	Pending	30,000.00 USD	8,000.00 USD	22,000.00 USD	2100836869
24911	WHIP Mix Corp	Quincy Allen	10/26/2020 11:51:06 AM	Pending	30,000.00 USD	10,000.00 USD	20,000.00 USD	2100817323

Click on the link of the report to view.

The screenshot shows an Excel spreadsheet with the following data:

Change Request No.	Supplier	Prepared For	Submitted Date	Change Request Status	Total Amount	Original PO Total	Amount of Change	PO Number
09935	Dentsply Tulsa Dental Specialties	Quincy Allen	10/28/2020 7:09 AM	Pending	30,000.00	8,000.00	22,000.00	2100836869
24911	WHIP Mix Corp	Quincy Allen	10/26/2020 11:51 AM	Pending	30,000.00	10,000.00	20,000.00	2100817323

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.