

## Overview

## Searching for Purchase Orders in myUF Marketplace

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

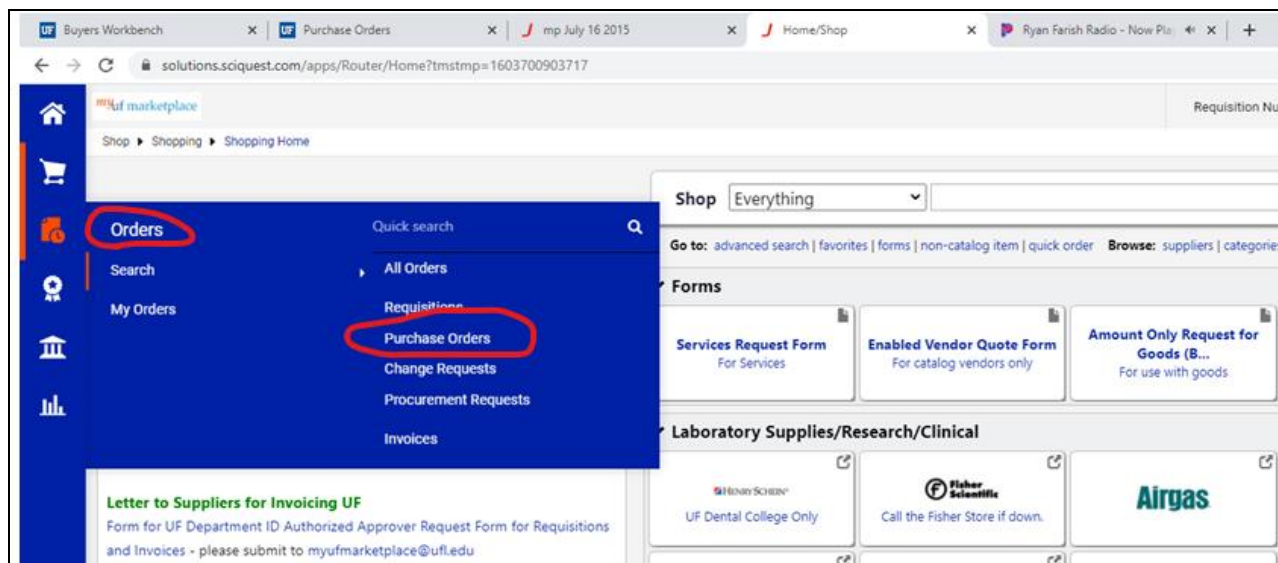
- Date range
- AP Status (Closed or open)
- ChartFields including Projects and PO Business Unit ranges

You can drill down through results using the filters on the left menu, such as Form type.

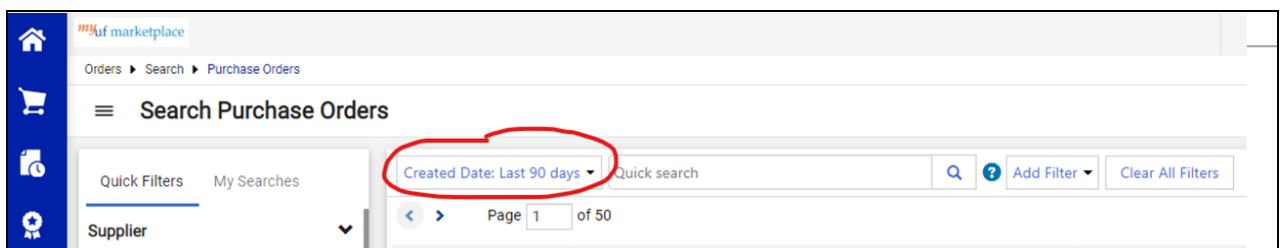
1. Log on to **http://my.ufl.edu** using your Gator Link username and password.
2. **Click Nav bar > Main Menu > Financials > eProcurement > myUF Market.**

To search for purchase orders:

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



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.



## Searching for Purchase Orders in myUF Marketplace

For example, if you click on More Options you can see all options.

**Search Purchase Orders**

Quick Filters My Searches

**Supplier**

- Fisher Scientific Co LLC 5836
- Mister Paper Inc 1904
- Airgas Inc 1469
- Sigma Aldrich Inc 1131
- Life Technologies Corporation 675
- See More Show More

**Department**

- No Department 2564
- LS-CHEMISTRY-GENERAL (16120100) 866
- MD-MOLECULAR GENTCS / 734

Created Date: Last 90 days Quick search

☐ All  
☐ Within Last 90 days  
☐ Between and  
☐ Date is Missing  
☒ After 10/01/2020  
☐ After Days  
☐ Between Days from now and Days from now

Apply Cancel

- To apply more filters, click the Add Filter box on the right. Scroll down the list to see more filters.

**Search Purchase Orders**

Quick Filters My Searches

Created Date: After 10/01/2020 Quick search

Page 1 of 30 1-200 of 5974 Results

**Identifiers**

- ☐ Change Request No.
- ☐ Contract Number
- ☐ Ext. Requisition Number
- ☐ Invoice Name
- ☐ Invoice Number(s)
- ☐ PO Number
- ☐ Requisition Name
- ☐ Requisition Number
- ☐ Supplier Invoice Number(s)

**Dates**

- ☐ Accounting Date
- ☐ Completed Date

PO Number	Supplier	Created Date/Time
2100839518	QIAGEN, LLC	10/26/2020 2:01:0
2100839517	Johnstone Supply - The Ware Group LLC	10/26/2020 2:00:3
2100839516	Trane US Inc	10/26/2020 1:58:5
2100839515	Agilent Technologies Inc	10/26/2020 1:56:2
2100839514	Fisher Scientific Co LLC	10/26/2020 1:54:0
2100839513	Life Technologies Corporation	10/26/2020 1:51:3

For example, if you would like to see all POs created this fiscal year, check the PO Number box, then at the value box, enter "21" for all POs starting with 2100XXXXXX for this FY.

**Search Purchase Orders**

Quick Filters My Searches

Created Date: After 10/01/2020 Quick search

PO Number: All

21

Multiple values can be separated by a comma(,).

Apply Cancel

Created Date/Time	PO Status	Requisition N
10/26/2020 2:10:03 PM	Completed	137334515

### Searching for Purchase Orders in myUF Marketplace

- If you would like to see the AP Status of these POs, check AP Status, then select from the options presented:

Search Purchase Orders

Quick Filters My Searches

Supplier

- Fisher Scientific Co LLC 1586
- Mister Paper Inc 477
- Airgas Inc 384
- Sigma Aldrich Inc 308
- Life Technologies Corporation 198
- See More Show More

Department

- LS-CHEMISTRY-GENERAL (16120100) 245
- MD-MOLECULAR GENETICS / MICROBIO (29060000) 215
- PPD-RES MAN-CENTRAL STORES (63300200) 192
- MD-PATHOLOGY-GENERAL (29080100) 132
- MD-NEUROLOGICAL SURGERY (29190000) 132
- See More Show More

Created Date: After 10/01/2020 Quick search

PO Number: 21

Page 1 of 30 1-200 of 5981 Results

PO Number Supplier Created Date/Time

- 2100839525 Fisher Scientific Co LLC 10/26/2020 2:10:00
- 2100839524 Fisher Scientific Co LLC 10/26/2020 2:10:00
- 2100839523 W W Grainger Inc 10/26/2020 2:10:00
- 2100839522 Fisher Scientific Co LLC 10/26/2020 2:09:00
- 2100839521 Miltenyi Biotec Inc 10/26/2020 2:08:30

Properties

- ☒ AP Status
- ☐ Change Request Status
- ☐ Invoice Status
- ☐ Matching Status
- ☐ Receipt Status
- ☐ Supplier Status

Custom Fields

- ☐ \*Account
- ☐ \*Business Purpose
- ☐ \*Dept Flex

Search Purchase Orders

Quick Filters My Searches

Supplier

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- See More Show More

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- MD-NEUROLOGICAL SURGERY (29190000) 132
- See More Show More

Created Date: After 10/01/2020 Quick search

PO Number: 21 AP Status: All

Page 1 of 30 1-200 of 5981 Results

PO Number Supplier Created Date/Time PO Status Requisition Number PO Owner

- 2100839525 Fisher Scientific Co LLC 10/26/2020 2:10:03 PM Completed 137334515 James Peterson
- 2100839524 Fisher Scientific Co LLC 10/26/2020 2:10:00 PM Completed 137336734 Jonathan Vargas
- 2100839523 W W Grainger Inc 10/26/2020 2:10:00 PM Completed 137336691 Genny Pentolino
- 2100839522 Fisher Scientific Co LLC 10/26/2020 2:09:07 PM Completed 137336722 George Benson

AP Status: All

- ☐ Closed
- ☒ Open
- ☐ Soft Closed
- ☐ Soft Closed - Waiting for Invoice Pay Status

Apply Cancel

Note: Currently the Soft Closed is not functional. It will be in the near future.

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

Search Purchase Orders

Quick Filters My Searches

Supplier

- Fisher Scientific Co LLC 1586
- Mister Paper Inc 477
- Airgas Inc 384
- Sigma Aldrich Inc 308
- Life Technologies Corporation 198
- See More Show More

Department

- LS-CHEMISTRY-GENERAL (16120100) 244
- MD-MOLECULAR GENETICS / MICROBIO (29060000) 215
- PPD-RES MAN-CENTRAL STORES (63300200) 192
- MD-PATHOLOGY-GENERAL (29080100) 132
- MD-NEUROLOGICAL SURGERY (29190000) 132
- See More Show More

Created Date: After 10/01/2020 Quick search

PO Number: 21 AP Status: Open

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PO Number Supplier Created Date/Time

- 2100839527 Biocare Medical LLC 10/26/2020 2:17:00
- 2100839526 Dell Marketing LP 10/26/2020 2:14:00
- 2100839525 Fisher Scientific Co LLC 10/26/2020 2:10:00
- 2100839524 Fisher Scientific Co LLC 10/26/2020 2:10:00
- 2100839523 W W Grainger Inc 10/26/2020 2:10:00

Custom Fields

- ☐ \*Account
- ☐ \*Business Purpose
- ☐ \*Dept Flex
- ☐ \*Dept Id
- ☐ \*Fund
- ☐ \*PO Business Unit
- ☐ \*Program
- ☐ \*Project
- ☐ \*Quote
- ☐ \*Source Of Funds

There you can enter a range of criteria field values. For this example, we chose PO Business Unit and entered a range to get POs for an entire college:

The screenshot shows the 'Search Purchase Orders' interface. On the left, there are 'Quick Filters' for Supplier and Department. The main search area includes a 'Created Date' filter set to 'After 10/01/2020', a 'Quick search' bar, and filters for 'PO Number: 21', 'AP Status: Open', and '\*PO Business Unit: Is Between:2900-2999'. A dropdown menu is open for the 'PO Business Unit' filter, showing options: 'Is Equal To', 'Starts With', and 'Is Between' (selected). The 'Is Between' option has input fields for '2800' and '2899'. Below the dropdown, there is an 'Apply' button and a 'Cancel' button. The results table on the right shows columns for PO Number, Supplier, PO Status, and Requisition Number, with three rows of data.

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.

The screenshot shows the 'Search Purchase Orders' interface. On the left, there are 'Quick Filters' for Supplier and Department. The main search area includes a 'Created Date' filter set to 'After 10/01/2020', a 'Quick search' bar, and filters for 'PO Number: 21', 'AP Status: Open', and '\*PO Business Unit: Is Between:2800-2899'. A dropdown menu is open for the 'PO Business Unit' filter, showing options: 'Is Equal To', 'Starts With', and 'Is Between' (selected). The 'Is Between' option has input fields for '2800' and '2899'. Below the dropdown, there is an 'Apply' button and a 'Cancel' button. The results table on the right shows columns for PO Number, Supplier, Created Date/Time, PO Status, and Requisition Number, with three rows of data.

6. Use the filters on the left to narrow down the results. Click on your selection.

The screenshot shows the 'Search Purchase Orders' interface. On the left, there are 'Quick Filters' for Supplier and Department. The main search area includes a 'Created Date' filter set to 'After 10/01/2020', a 'Quick search' bar, and filters for 'PO Number: 21', 'AP Status: Open', and '\*PO Business Unit: Is Between:2800-2899'. A dropdown menu is open for the 'PO Business Unit' filter, showing options: 'Is Equal To', 'Starts With', and 'Is Between' (selected). The 'Is Between' option has input fields for '2800' and '2899'. Below the dropdown, there is an 'Apply' button and a 'Cancel' button. The results table on the right shows columns for PO Number, Supplier, Created Date/Time, PO Status, and Requisition Number, with three rows of data.

**Marketplace**

**Search Purchase Orders**

Quick Filters My Searches

Sproule, David 37

Gibson, Kelsey 25

See More Show More

**Invoice Status**

Fully Invoiced 174

No Invoices 107

Partially Invoiced 47

Over Invoiced 4

Show More

**Change Request Status**

No Change Request 994

Completed 6

Show More

Created Date: After 10/01/2020 Quick search

PO Number: 21 AP Status: Open \*PO Business Unit: Is Between

Page 1 of 2 1-200 of 332 Results

PO Number	Supplier	Cr
2100839536	Airgas Inc	1
2100839535	Fisher Scientific Co LLC	1
2100839500	Thorlabs Inc	1
2100839474	POSS LLC	1
2100839452	Fisher Scientific Co LLC	10
2100839351	Hamilton Thorne Inc	1
2100839348	Fisher Scientific Co LLC	1

7. You can also click on Show More to see the full list of options for that filter.

**Search Purchase Orders**

Quick Filters My Searches

See More Show More

**Form Type**

No Form Types 290

Service 18

Encumbrance Only 12

Vendor Quote Form 9

UF ISP 3

Show More

**Item Type**

PunchOut product 235

Form Item 42

Non Catalog Item 41

Hosted Catalog Item 14

Show More

Created Date: After 10/01/2020 Quick search

PO Number: 21 AP Status: Open \*PO Business Unit: Is Between

Page 1 of 2 1-200 of 332 Results

PO Number	Supplier	Cr
2100839536	Airgas Inc	10
2100839535	Fisher Scientific Co LLC	10
2100839500	Thorlabs Inc	10
2100839474	POSS LLC	10
2100839452	Fisher Scientific Co LLC	10
2100839351	Hamilton Thorne Inc	10
2100839348	Fisher Scientific Co LLC	10
2100839289	Fisher Scientific Co LLC	10

**Form Type Quick Filter**

Select All

☒ Encumbrance Only (12)

☐ No Form Types (291)

☐ Service (18)

☐ UF ISP (3)

☐ Vendor Quote Form (10)

Apply Cancel

<div> <div>myuf marketplace</div> <div> Requisition Number Search (Alt+Q) 25,750.00 USD </div> </div>									
<div> <div>Orders</div> <div>Search</div> <div>Purchase Orders</div> </div>									
<div> <div>Search Purchase Orders</div> <div> <div>Save As</div> <div>Pin Filters</div> <div>Export All</div> </div> </div>									
<div> <div>Quick Filters</div> <div>My Searches</div> </div>									
<div> <div>Supplier</div> <div> <div>Leica Microsystems Inc</div> <div>WW Gay Mechanical Contractor of Gvl Inc</div> <div>Sound Technologies Inc</div> <div>Michael J Sargent</div> <div>IMV Imaging US LLC</div> <div>Show More</div> </div> </div>									
<div> <div>Department</div> <div> <div>VM-BUSINESS OFFICE (28011200)</div> <div>Show More</div> </div> </div>									
<div> <div>PO Owner</div> <div> <div>Ray, Kristen</div> <div>Gibson, Kelsey</div> <div>Bliss-Dodd, Alice</div> <div>Price, Alfred</div> <div>Show More</div> </div> </div>									
<div> <div>Prepared By</div> <div> <div>Ray, Kristen</div> <div>Gibson, Kelsey</div> </div> </div>									
<div> <div>Created Date: After 10/01/2020</div> <div>Quick search</div> <div>Add Filter</div> <div>Clear All Filters</div> </div>									
<div> <div>PO Number: 21</div> <div>AP Status: Open</div> <div>PO Business Unit: Is Between: 280...</div> <div>Form Type: Encumbrance</div> </div>									
<div> <div>1-12 of 12 Results</div> <div>200 Per Page</div> </div>									
PO Number	Supplier	Created Date/Time	PO Status	Requisition Number	PO Owner	Shipment Status	Matching Status	Total Amount	
2100839258	Client Outlook Inc	10/23/2020 4:37:54 PM	Completed	137285280	Alice Bliss-Dodd	No Shipments	No Matches	5,280.00 USD	
2100839204	Michael J Sargent	10/23/2020 3:01:13 PM	Completed	137277055	Kristen Ray	No Shipments	Fully Matched	642.60 USD	
2100838730	Follett Higher Education Group	10/22/2020 11:30:28 AM	Completed	137225631	Kristen Ray	No Shipments	Fully Matched	41.00 USD	
2100838456	IMV Imaging US LLC	10/21/2020 1:23:43 PM	Completed	137169418	Alfred Price	No Shipments	No Matches	400.00 USD	
2100838440	Crevasse Pet Cremation Services Inc	10/21/2020 1:15:10 PM	Completed	137181843	Kelsey Gibson	No Shipments	No Matches	1,000.00 USD	
2100838389	WW Gay Mechanical Contractor of Gvl Inc	10/21/2020 12:02:03 PM	Completed	137170277	Kelsey Gibson	No Shipments	Fully Matched	1,777.91 USD	
2100837608	Optomed	10/19/2020 10:31:38 AM	Completed	136909697	Kristen Ray	No Shipments	No Matches	3,340.22 USD	
2100837276	Leica Microsystems Inc	10/16/2020 10:15:37 AM	Completed	136910367	Kristen Ray	No Shipments	Fully Matched	11,500.02 USD	
2100836541	Sound Technologies Inc	10/14/2020 9:04:25 AM	Completed	136791283	Kristen Ray	No Shipments	Fully Matched	2,995.00 USD	
2100835658	Randox Laboratories US Ltd	10/9/2020 4:30:05 PM	Completed	136794156	Kristen Ray	No Shipments	Fully Matched	2,475.89 USD	
2100835003	Danny T Lane	10/7/2020 4:42:55 PM	Completed	136712362	Kristen Ray	No Shipments	Fully Matched	675.00 USD	
2100834595	Office Environments Inc	10/6/2020 2:44:11 PM	Completed	136659356	Kristen Ray	No Shipments	Fully Matched	774.16 USD	

Click here to view a [video](#) of an example of searching for purchase orders since start of this Fiscal Year for POs that have not been invoiced for supplier Fisher Scientific for a specific department ID.

For assistance, e-mail [procurement@ufl.edu](mailto:procurement@ufl.edu) or contact the Procurement Services Help Desk at 392-1335.