

Searching for Requisitions in myUF Marketplace

Overview

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

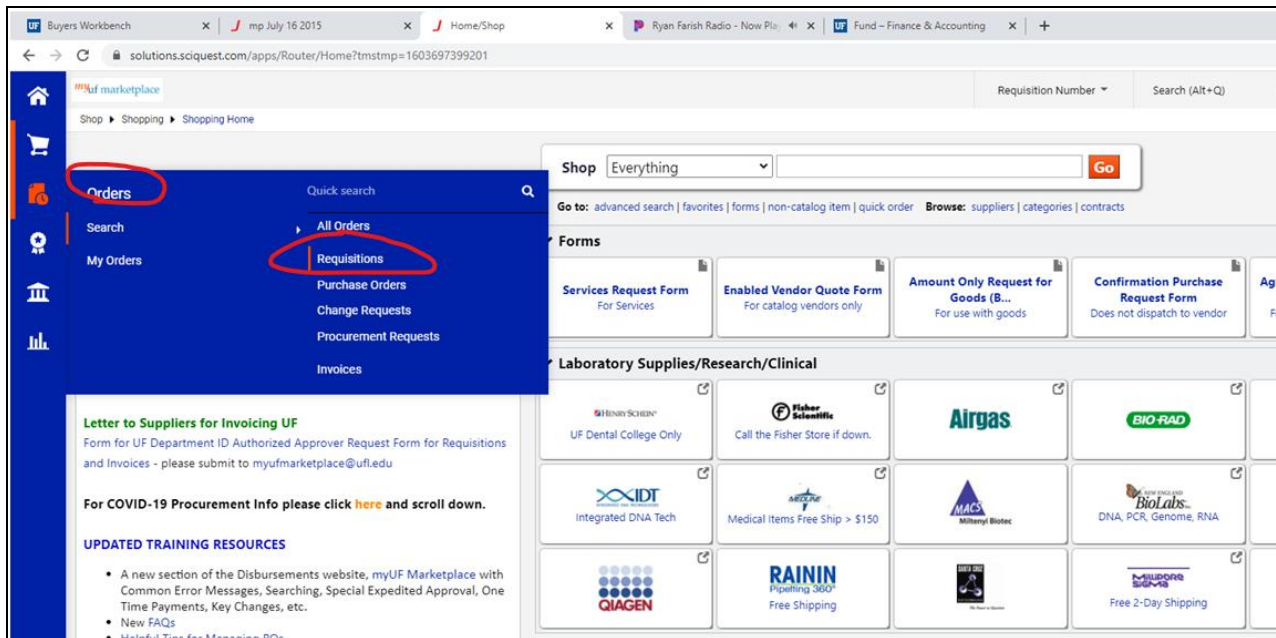
- Date range
- AP Status (Closed or open)
- ChartFields including Projects and PO Business Unit ranges

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

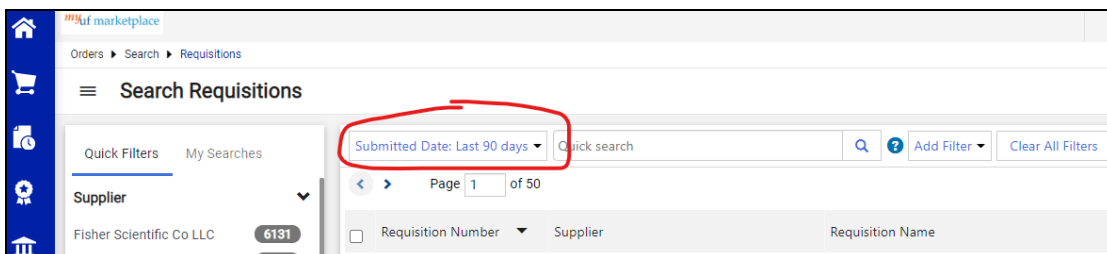
1. Log on to **http://my.ufl.edu** using your Gator Link username and password.
2. **Click Nav bar > Main Menu > Financials > eProcurement > myUF Market.**

To search for purchase orders:

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

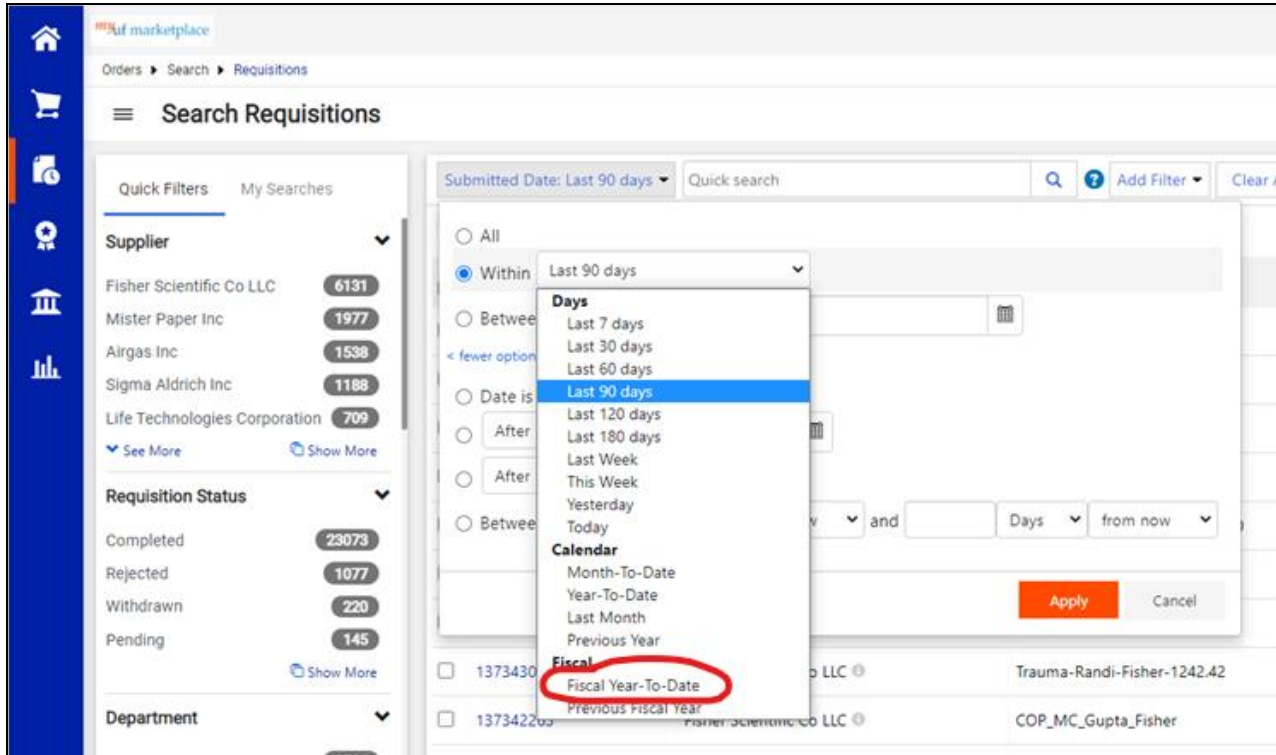


2. The results will default to the **Last 90 Days**. You can change that by clicking on the Created Date filter at the top and opening the box for more options.

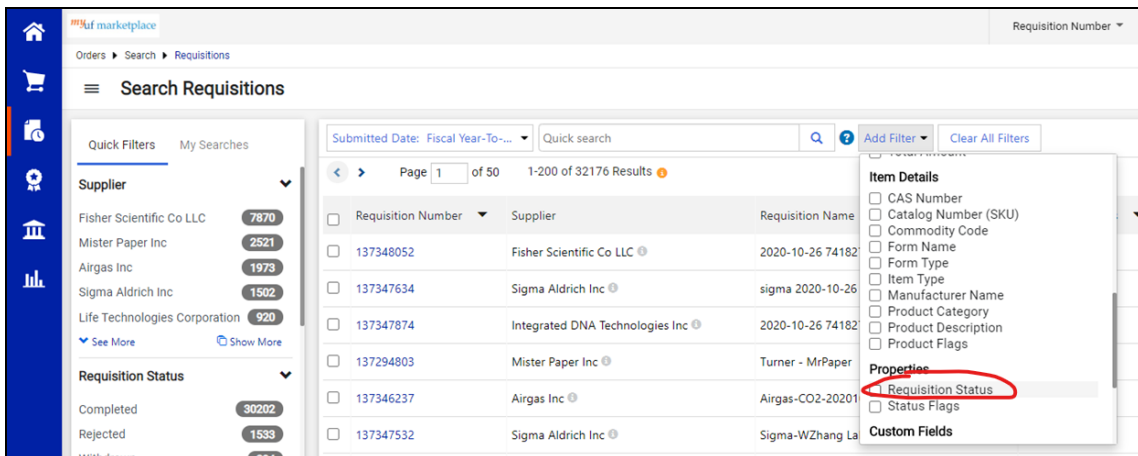


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For example, if you click on the Last 90 Days dropdown, you can select Fiscal Year to Date:

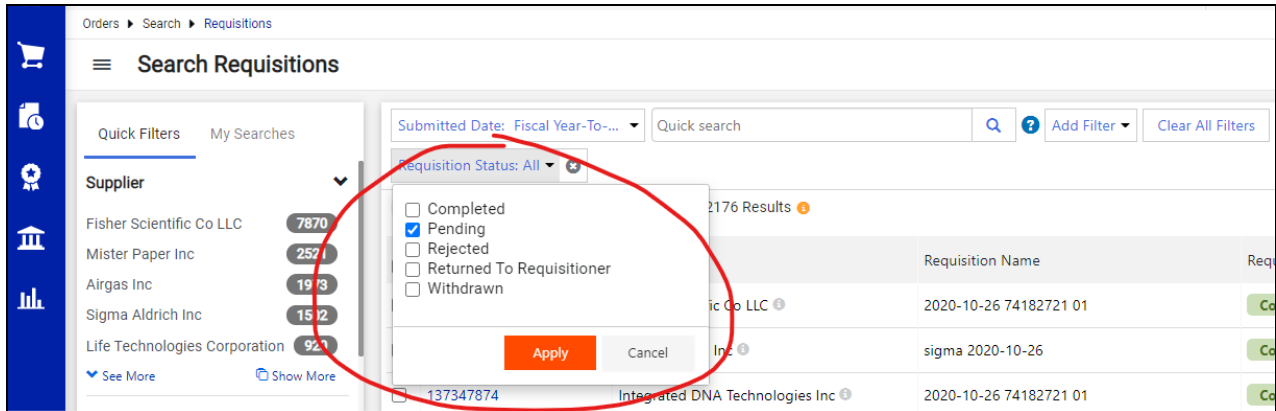


- To apply more filters, click the Add Filter box on the right. Scroll down the list to see more filters. For example, you can select Requisition Status by checking the box.

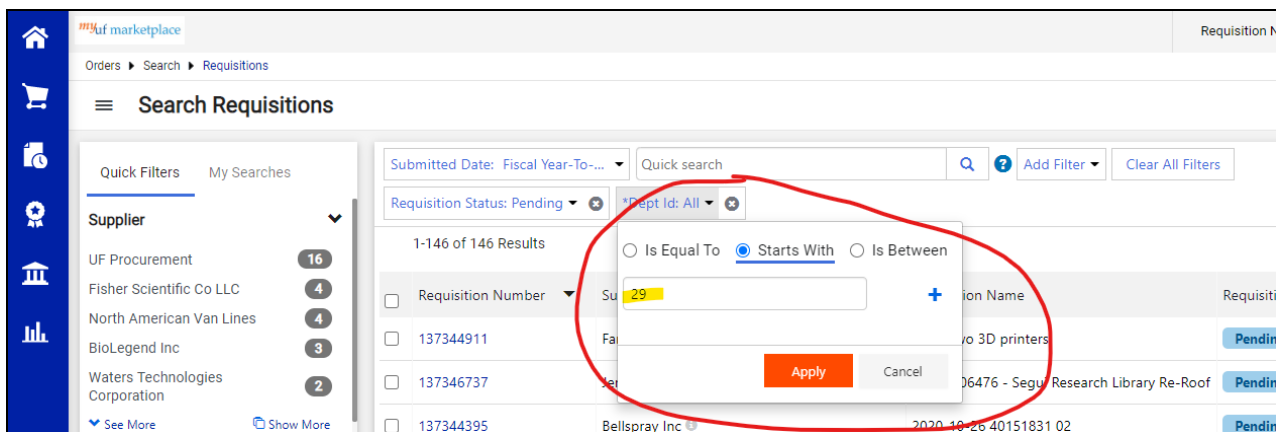


Use this filter to see which requisitions are still pending in workflow and have not become a purchase order. Select Pending when the options are shown and click the Apply button.

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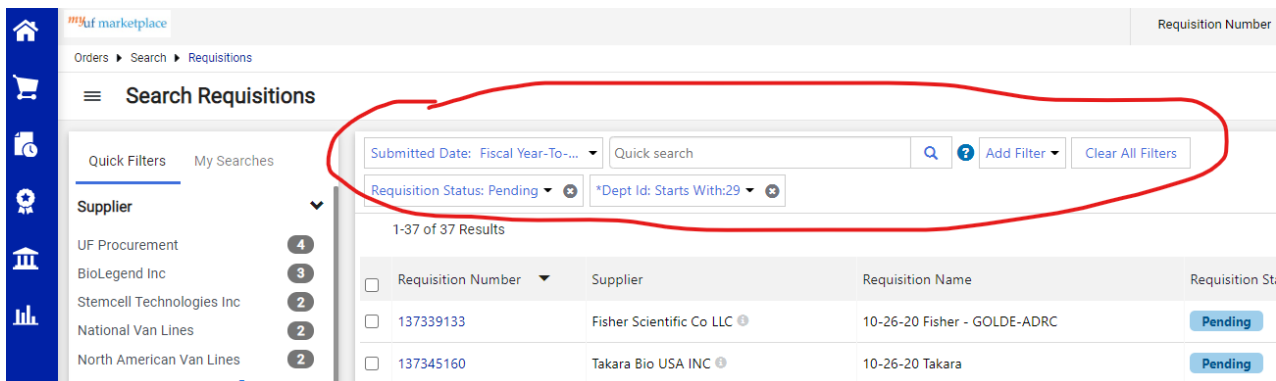


- If you would like to narrow the search to your PO Business Unit, your Dept ID or your Project, or other ChartFields, click Add Filter and scroll down to Custom Fields.



For this example, you may choose Start With to enter the first few digits of a Dept ID.

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.



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

myuf marketplace

Orders Search Requisitions

Requisition Number

Search Requisitions

Quick Filters My Searches

Submitted Date: Fiscal Year-To-... Quick search Add Filter Clear All Filters

Requisition Status: Pending *Dept Id: Starts With:29

1-37 of 37 Results

Requisition Number	Supplier	Requisition Name	Requisition Status
137339133	Fisher Scientific Co LLC	10-26-20 Fisher - GOLDE-ADRC	Pending
137345160	Takara Bio USA INC	10-26-20 Takara	Pending
137338203	Stemcell Technologies Inc	Stemcell- Jungnam- 10/26/2020	Pending
137324947	BioLegend Inc	2020-10-26 66355044 01	Pending
137324332	BioLegend Inc	2020-10-26 66355044 01	Pending
137324177	Stemcell Technologies Inc	2020-10-26 66355044 01	Pending
137323783	Takara Bio USA INC	2020-10-26 66355044 01	Pending
137323542	Bio X Cell	2020-10-26 66355044 01	Pending
137323408	Becton Dickinson and Company	2020-10-26 66355044 01	Pending

Supplier filters: UF Procurement (4), BioLegend Inc (3), Stemcell Technologies Inc (2), National Van Lines (2), North American Van Lines (2). See More Show More

Department filters: MD-NEUROLOGICAL SURGERY (29180000) (9), MD-PEDS-ADMINISTRATION (29090100) (3), No Department (2), MD-NEUROSCIENCE-GENERAL (29020100) (2), MD-PULMONARY MEDICINE (29050900) (2). See More Show More

As you narrow the results, you can continue to click on a filter on the left to find what you need to know. For this example, we are looking for requisitions still in Financial Approval.

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Orders Search Requisitions

Requisition Number

Search Requisitions

Quick Filters My Searches

Submitted Date: Fiscal Year-To-... Quick search Add Filter Clear All Filters

Requisition Status: Pending *Dept Id: Starts With:29 Department: MD-PEDS-ADM...

1-3 of 3 Results

Requisition Number	Supplier	Requisition Name	Requisition Status
137250951	UF Procurement	2020-10-22 35490716 01	Pending
136973539	CDW Government Inc	S520201021-EDO-54473-mccray2002-42xSurfaceCases/Keyboards	Pending
134664176	Genesee Scientific	2020-08-11 35490716 01	Pending

Current Workflow Step filters: Brinson, Antwan (3), Financial Approval (2), Buyer Sourcing (1). See More Show More

Commodity Code filters: 41100000 (1), 43000000 (1), 43211700 (1), 90110000 (1). See More Show More

Form Type filters: No Form Types (2), Contract Intake (1). See More Show More

Item Type filters: PunchOut product (1), Non Catalog Item (1), Form Item (1). See More Show More

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Here are the final results:

The screenshot displays the 'Search Requisitions' interface. A red circle highlights the search filters area, which includes a 'Submitted Date' dropdown set to 'Fiscal Year-To-...', a 'Quick search' input field, and several filter buttons: 'Add Filter', 'Clear All Filters', 'Requisition Status: Pending', '*Dept Id: Starts With:29', 'Department: MD-PEDS-ADM...', and 'Current Workflow Step: Financial Appro...'. Below the filters, the results section shows '1-2 of 2 Results' and a table with the following data:

Requisition Number	Supplier	Requisition Name	Requisition Status
136973539	CDW Government Inc	SS20201021-EDO-54473-mccray2002-42xSurfaceCases/Keyboards	Pending
134664176	Genesee Scientific	2020-08-11 35490716 01	Pending

For an example, click on this video to see how to search for requisitions for this week that are pending on Fund 201 with Financial Approvers.

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