

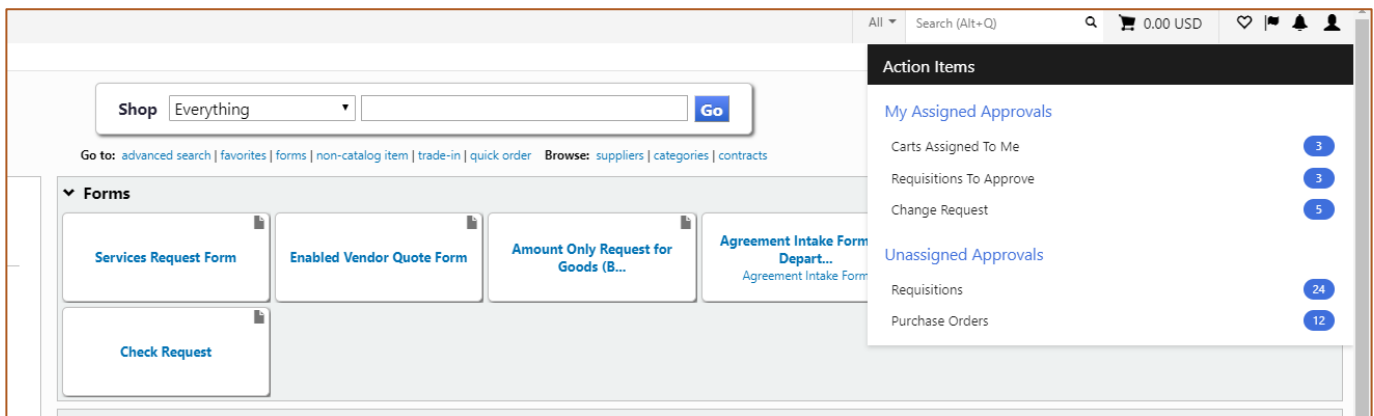
Approving Change Orders for Financial Approvers in myUF Market

Overview

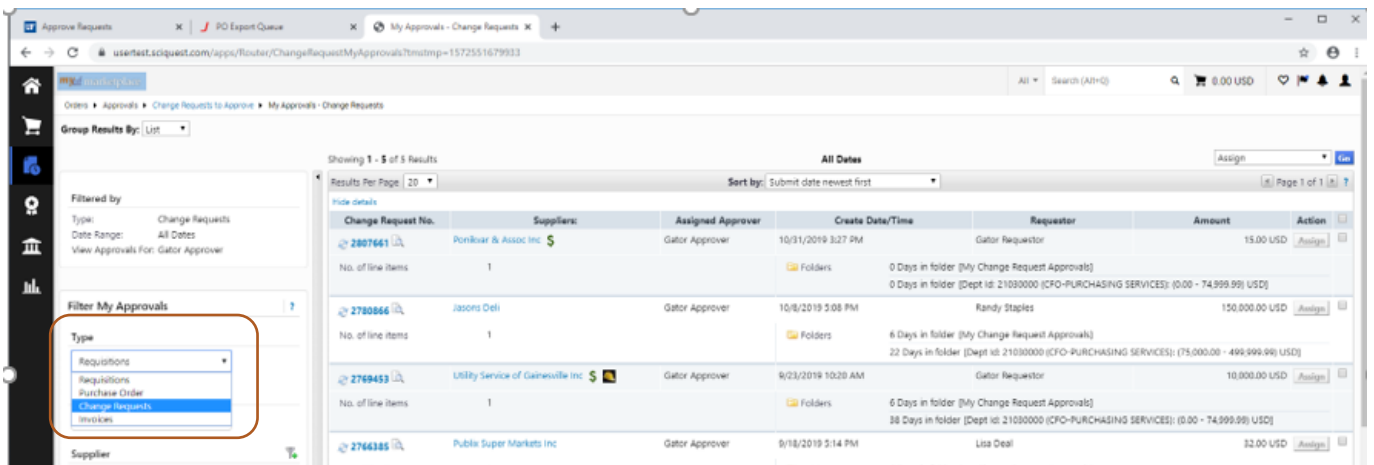
This instruction guide will show you how to review and approve a change order form that has been completed in your department to increase, decrease, cancel a line on a purchase order, or modify ChartFields in myUF Marketplace. Departments can now use the Change Request tab on a PO in myUF Marketplace, to make these changes and submit into workflow. The Change Order will have its own number, separate from requisitions and purchase orders making them easily searchable in the system. Once you approve the Change Request, it will continue through the workflow of the original requisition, merge into the original purchase order and the system will send it to myUFL.

To approve a Change Request on a PO in myUF Marketplace:

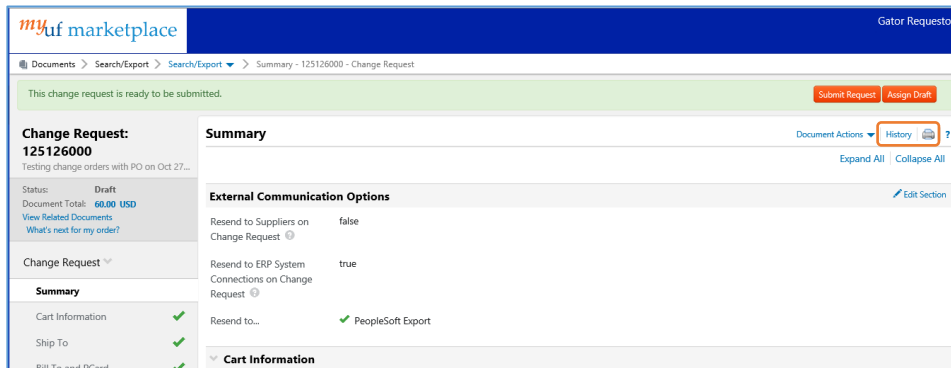
1. Click on your notifications **flag** on the top to view My Assigned Approvals. **Any change requests there will show in your Change Requests folder. Click on Change Requests.**



2. Assign yourself the change request you would like to approve by clicking the **Assign** button.
3. To view all change requests assigned to you, click on the **Type** dropdown on the left and select **Change Requests**.



4. To see what has changed, click the History link on the top right.



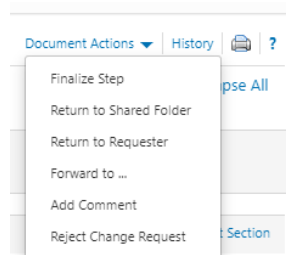
You can see where the change order modified the requisition:

Click to filter history Export CSV

Results Per Page: 20 Records found: 7 Page 1 of 1

Line No	Date/Time	User	Step(s)	Action	Field Name	From	To	Note
	10/31/2019 3:54 PM	Gator Approver	Financial Approval	Requisition assigned				
	10/31/2019 3:27 PM	System	Combo Edit Validation	Requisition budget check passed				Requisition 2807661
	10/31/2019 3:27 PM	System	Combo Edit Validation	Message transmission to external system was successful.				
	10/31/2019 3:27 PM	Gator Requestor		Requisition submitted				
Line 1	10/31/2019 3:26 PM	Gator Requestor		Requisition modified	Quantity	1	3	

5. To approve the invoice, click on Document Actions > Finalize Step.



Additional Assistance

myUF Marketplace – Marketplace Help Desk
 Email: mvUFMarketplace@ufl.edu