

9. Make sure to add the Commodity Code and complete all the fields:

Non Catalog Item

Florida Uniforms & Supplies Inc

Fulfillment Address Main: (preferred)
3501 SW 2 Ave Ste J
Gainesville, FL 32607 US

Description	Catalog No.	Quantity	Price Estimate	UOM
Surgery shoes	K23	2	350.00	EA

241 characters remaining [expand](#) | [clear](#)

Product Details

Commodity Code

[Save](#) [Cancel](#)

10. Even though you are adding a line, check the quantity on the original lines.

a. Check the **quantity**.

- i. Quantity will need to be **larger** than the quantity already invoiced.
- ii. If you find a **negative** quantity and/or amount, please disregard and enter your positive quantity and amount.
- iii. You may flip the positive quantity and amount if needed, to keep the quantity larger than the quantity invoiced. For example, Quantity = 5000 and Amount = 1

11. To add ChartFields to the new line, click on **ChartFields** in the left-hand menu, then click on the Edit button under Line 2 if the ChartFields will be different from Line 1.

Bill To and PCard	✓
Chartfields	✓
Internal Notes and Attachm...	✓
External Notes and Attach...	✓
Supplier Information	✓
Change Request Approvals	
Comments	
Attachment Overview	1
PO Preview	

Lines Selected Line Item Actions

Florida Uniforms & Supplies Inc
more info...
Main
3501 SW 2 Ave Ste J, Gainesville, FL 32607 US

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 Scrubs for Gainesville Vet Techs more info...		1/LO	5,000.00	1 LO	5,000.00 USD	<input type="checkbox"/>
Accounting Codes 1 (same as header)						edit
2 Surgery shoes more info...	K23	EA	350.00	2 EA	700.00 USD	<input type="checkbox"/>
Accounting Codes 1 (same as header)						edit
Supplier subtotal					5,700.00	USD

Submitting the Change Request Into Workflow:

12. When done, scroll back up to the top and click **Submit Request** or **Assign Draft**.

Submitted change requests will follow the same workflow as the original requisition. Financial approvers need to approve change orders and can refer to the “Approving Change Orders for Financial Approvers” instruction guide. Completed change requests will merge with the PO after workflow and export to myUFL with the updated PO.

Additional Assistance

myUF Marketplace – Marketplace Help Desk

Email: myUFMarketplace@ufl.edu

Phone: (352) 392-1335