## Overview

This instruction guide is designed to show how to identify a **rejected** requisition, find out why it was rejected, and how to fix it. Once a requisition has been submitted into workflow with the **Place Order** button, it cannot be edited by the Requestor. To fix a rejected requisition, copy the requisition to a new cart to edit. To learn the reason why the requisition was rejected, use the History tab on the requisition and read the Notes for the error message. Use the table on p. 3 of this guide to find the error and what to do to fix it. This guide is only for Requestors, or those with the role UF_N_MKT_REQUESTOR.

To access myUF Market as a Requestor:

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.**

Access your requisitions:

1. Click the **Shopping Cart** icon on the left side of the page **>** Click **My Carts and Orders > View My Orders (Last 90 Days).**
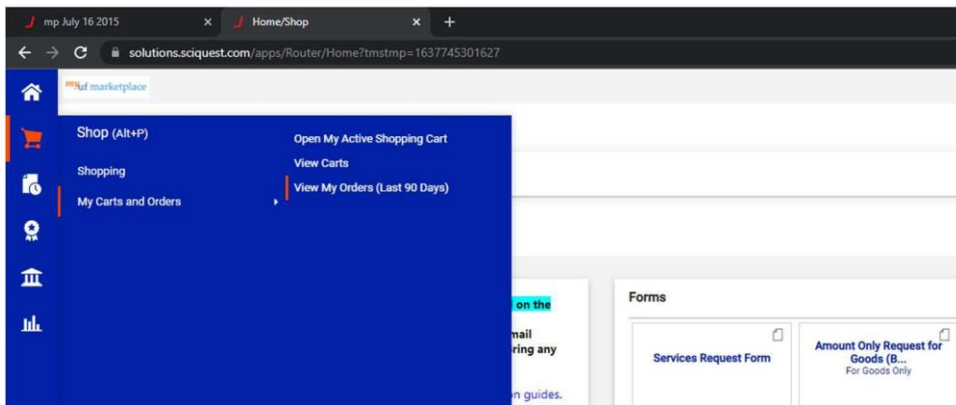
2. Requisitions will display only if submitted within the last 90 days--if you do not see any use the **Search Terms** menu on the left to expand the search by clicking the **Date Range dropdown** and selecting a date range.

3. Note: Make sure review your e-mail notifications in your profile to insure you receive an e-mail when a PR (purchasing requisition) is rejected.

4. Requisitions with a **red Rejected** are rejected.

5. Click the **Requisition No.** to view the requisition.
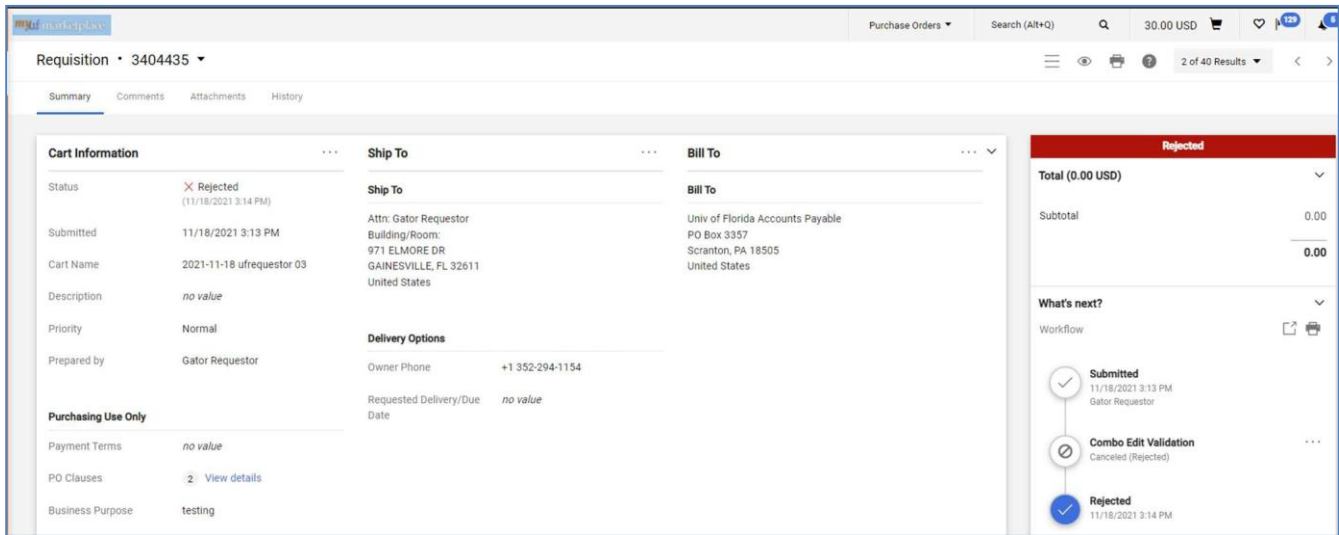
6. Click the **History** tab. On the right under **Note** you will find the error message and reason for rejection.
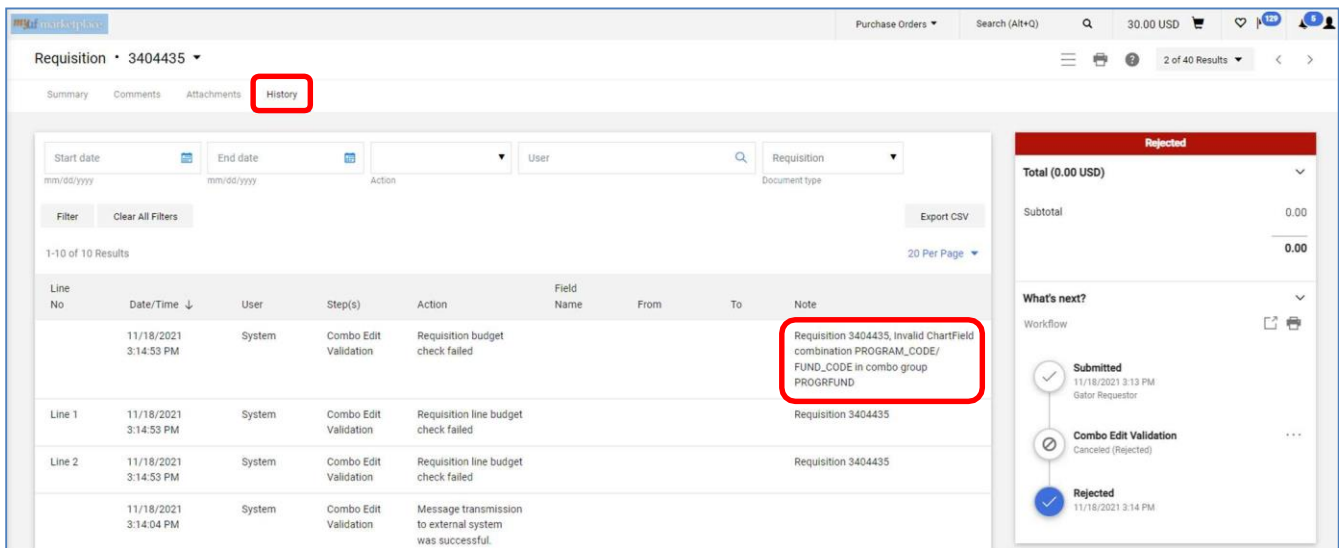

7. Use the chart below: find the reason and what to do to fix it and resubmit. Follow Step 8 to copy the cart to a new cart to fix the requisition.

Reason for Rejection or Message from myUF Market	What It Means	What To Do Before Fixing Requisition
No Budget Exists	No funds available in the ChartField combination used	Change ChartFields or move funds
Budget Date Out of Bounds	Grant project is closed	Ask Grants Manager to reopen
Invalid ChartField combination FUND_CODE/ OPERATING_UNIT	The Fund Code and Source of Funds (Operating Unit) are not correct combination.	Check the Required ChartFields by Fund resource on General Accounting's website, under ChartFields.
Combo error for Fields BUSINESS_UNIT_PC/PROJECT_ID/ACTIVITY_ID	PC Business Unit, Project ID and Activity ID are not correct combination.	If you are using a Project ID, complete the Activity ID = 1 and PC Business Unit = GRANT. For Construction, PC Business Unit = CONST. For Fund 143 use PV143 as PC Business Unit and Activity ID 1.
Invalid ChartField combination PROJECT_ID/ FUND_CODE/ PROGRAM_CODE	Project ID, Fund and Program Code are not correct combination.	Check the Project ChartFields in myUFL or myInvestigator
Invalid Line value(s): ACTIVITY_ID	An Activity ID was entered without a PC Business Unit and a Project ID as well.	Empty the Activity ID field if no project is being used in the ChartFields.
Invalid Line value(s): PROJECT_ID	A project was entered without an Activity ID AND a PC Business Unit	For Fund 143 use PV143 and Activity 1 For projects on grants use GRANTS and Activity ID 1 For construction projects use CONST and Activity ID 1
Your cart contains an old form version. Please use the most recent version of the form.	This happens when a requisition with a form is copied to a new cart and the form has been updated in the meantime.	Remove the form and create a new one.
Required key CF is blank on Line 1, Schedule 1, Distribution Line 1.	Check to see if your Dept ID ends in 88. If it does and you are using Fund 103 you need a Dept Flex.	Check the ChartFields with the tool Required ChartFields by Fund to make sure you are not missing one.

ChartField in Error Message	ChartField in Requisition
ChartField 1	Dept Flex
ChartField 2	UFID
Product	CRIS
Operating Unit	Source of Funds
Required Key CF	Dept Flex

Fixing a Rejected Requisition

8. To fix the requisition, you must copy it to a new cart to be able to edit. From within the requisition:
   a. Click the three dots (…) on the top right of the rejected requisition.
   b. Select "**Copy to a New Cart**" then in the new cart, click **Proceed to Checkout**.
   c. Process as a new cart, edit and resubmit as a new requisition.
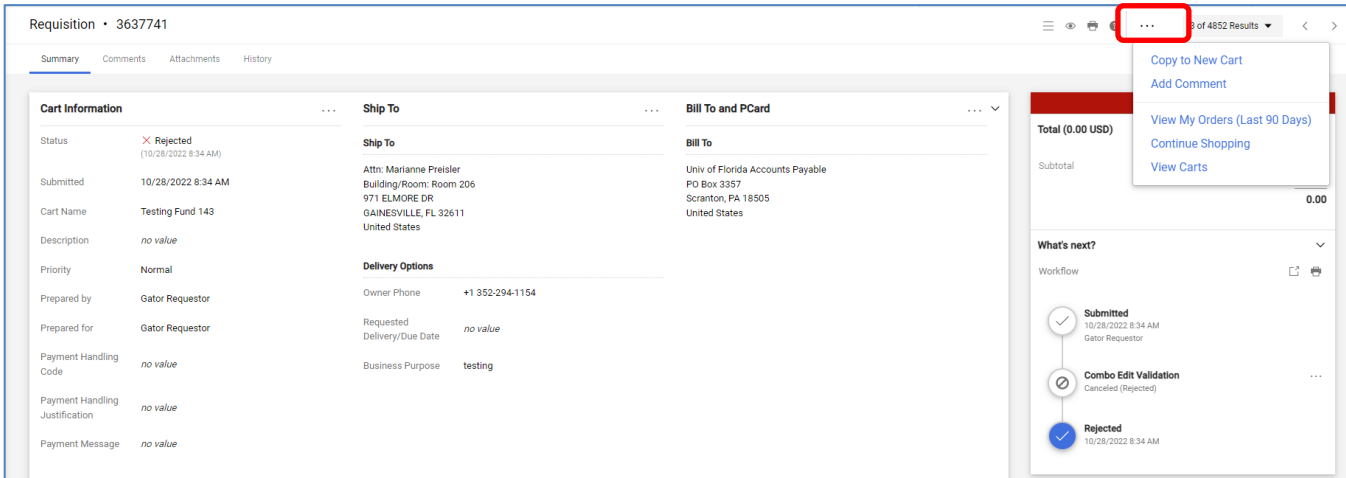
9. The History page for the requisition will record the new requisition and reference the original requisition number.

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