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. For details on how to use the Approvals page, changing views and lists and working with folders, please use the Approving Requisitions, Change Orders and Invoices in myUF Marketplace instruction guide.

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. Click on the number of the change request to open the document for review:
3. Check the Change Request Reason at the top. You can also see related documents on the right:

4. Scroll down the page and you will see the change highlighted in color:

5. To approve the invoice, click on the small triangle by the blue Approve or Assign to Myself button:

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