

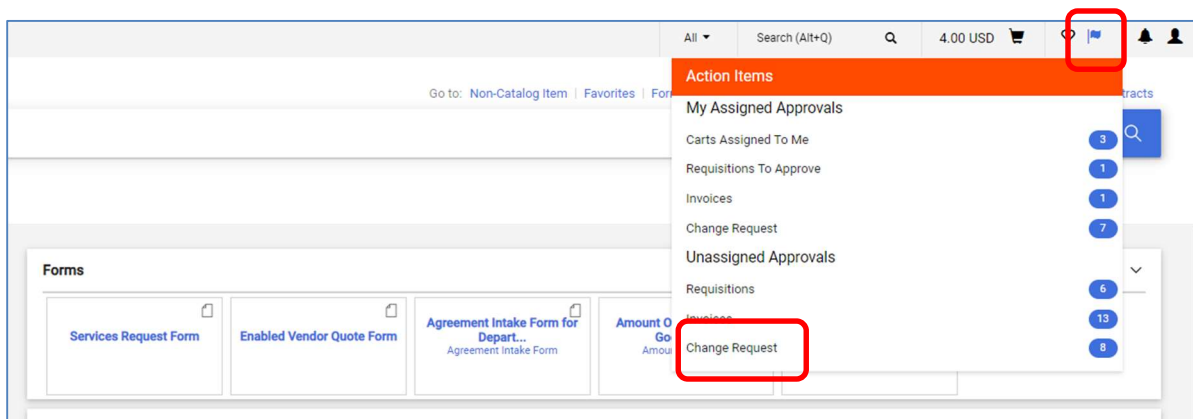
Approving Change Orders for Financial Approvers in myUF Market

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:

Total Results 8

Display 20 per folder

> DEPT ID: 28100000 (VM-INFECT DISEASE & IMMUNOLOGY): (0.00 - 74,999.00) USD

< DEPT ID: 64400000 (FA-PURCHASING/DISBURS SERV): (0.00 - 74,999.99) USD

<input type="checkbox"/>	CHANGE REQUEST NO.	SUPPLIERS	ASSIGNED APPROVER	CREATE DATE/TIME	REQUESTOR	AMOUNT	
<input type="checkbox"/>	3159076	University of Florida	Not Assigned	1/25/2021 8:59 AM	Gator Requestor	20.00 USD	  
<input type="checkbox"/>	3163994	Publix Super Markets Inc	Not Assigned	2/1/2021 1:15 PM	Gator Requestor	7,200.00 USD	  
<input type="checkbox"/>	3159126	Publix Super Markets Inc	Not Assigned	1/25/2021 10:24 AM	Gator Requestor	7,200.00 USD	  
<input type="checkbox"/>	3049102	Publix Super Markets Inc	Not Assigned	9/8/2020 7:41 AM	Gator Requestor	30.00 USD	 

3. Check the Change Request Reason at the top. You can also see related documents on the right:

Change Requests • 3399513

Summary PO Preview External Communication Comments 1 Attachments History

Changes will not be sent to the Supplier.

Change Request Reason

Reason: Increasing PO to pay one more invoice.

Cart Information

Status: Pending Financial Approval

Submitted: 11/11/2021 11:11 AM

Ship To

Attn: Gator Requestor
Building/Room: 971 ELMORE DR

Bill To

Univ of Florida Accounts Payable
PO Box 3357
Scranton, PA 18505

Pending

Total (42.00 USD)

Subtotal: 42.00

42.00

Related Documents

Purchase Order: UIT1902879

Requisitions: 3391191

What's next?

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

Change Requests • 3399572

Summary PO Preview External Communication Comments 1 Attachments History

Attachments for supplier

ACCOUNTING CODES 1

Values have been overridden for this line

Dept Id	Fund	Program	Account	Budget Reference	Source Of Funds	Dept Flex	UFID	PC Business Unit	Project	Activity ID	CRIS	Resource Type	Resource Category	Resource SubCategory	Amount of Price
21030000	101	1100	731100	CRRNT	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value
2	test				fsd		EA					1EA		30.00	30.00

ITEM DETAILS

Contract: UF20203

Commodity Code: 80000000 / Professional Administrative Performance or Business Services

ACCOUNTING CODES 1

Values have been overridden for this line

Dept Id	Fund	Program	Account	Budget Reference	Source Of Funds	Dept Flex	UFID	PC Business Unit	Project	Activity ID	CRIS	Resource Type	Resource Category	Resource SubCategory	Amount of Price
16380100	101	1100	731100	CRRNT	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	10.00 USD
21030000	101	1100	731100	CYFWD	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	20.00 USD

Pending

Total (52.00 USD)

Subtotal: 52.00

52.00

Related Documents

Purchase Order: UIT1902879

Requisitions: 3391191

What's next?

Workflow

- Submitted: 11/11/2021 11:17 AM, Gator Requestor
- Combo Edit Validation: Completed
- Financial Approval: Active
- Budget Validation: Future
- Buyer Sourcing: Future

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

Assign to Myself

Approve & Next

Approve

myUF Marketplace – Marketplace Help Desk

Email: myUFMarketplace@ufl.edu