

# Adding and Deleting Internal and External Attachments in Change Orders

## Overview

Use a change order to add or delete internal and external attachments to a purchase order. When you create the change request, it will automatically bring in all the attachments from the purchase order. Any changes made in the change request to attachments will transfer to the purchase order; delete with caution. Any attachments or notes added to the External section of the change order will go to the supplier when transferred to the purchase order if the purchase order is set to resend to supplier in the External Communications tab in the change request.

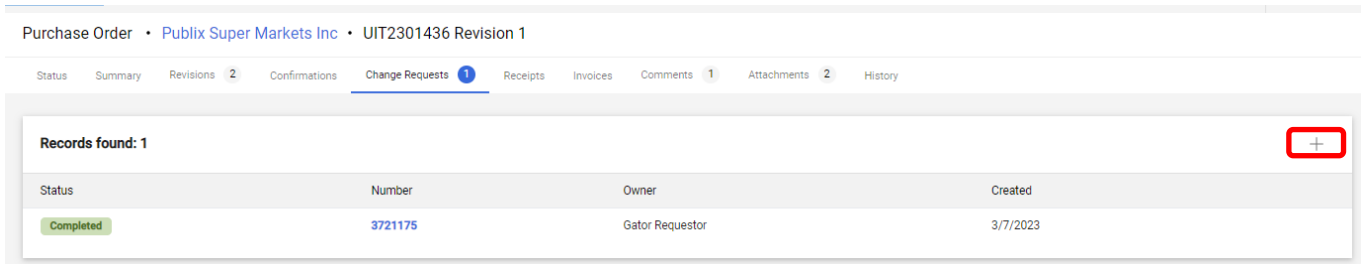
## Navigation

Within myUFL, navigate to:

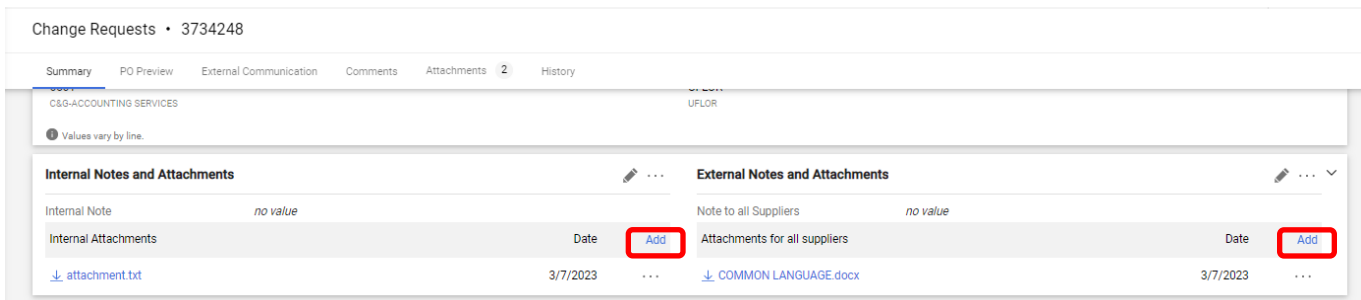
- ⇒ Main Menu
- ⇒ My Self Service
- ⇒ myUF Marketplace

## Process

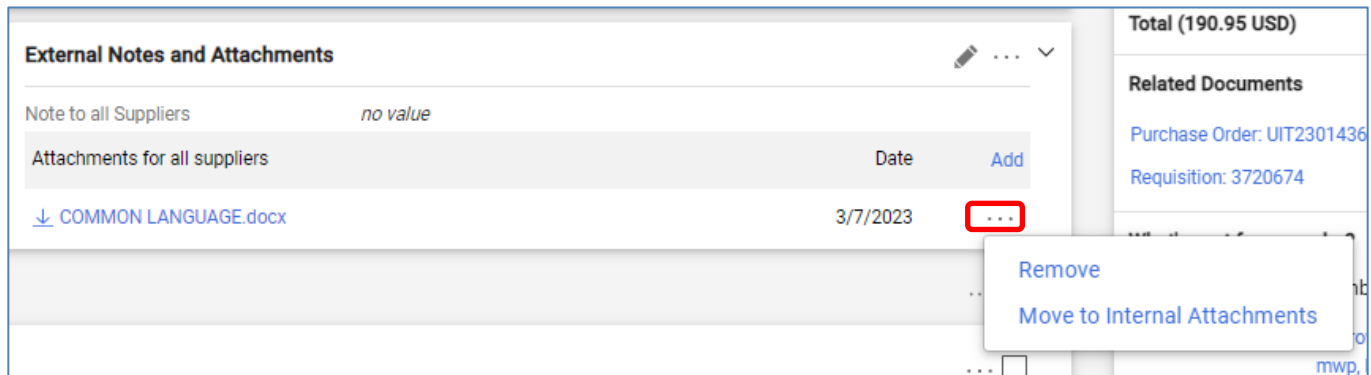
1. Create a new change request by clicking on the **Change Request tab** in the purchase order and clicking the + sign on the right to add a new change request:



2. Enter the reason for the change request, then click on **Create Change Request**.
3. The change request will bring in **all** the attachments from the purchase order. To add a new one, click the Add link in the Internal or External sections. To add a comment, click the pencil in either section.



- To delete an attachment, click the three dots by the attachment on the right, and select Remove. **Caution: Deleting on change order will remove the attachment on the purchase order.**



- The change order will **only** allow a total of 5 attachments combined in the Internal and External sections. The size limit per attachment cannot exceed 9.77 MB.
- Clicking on the **History** tab of the Change Request will show which attachments were added or deleted.

Tips:

- If you delete an attachment, please document the reason why in a comment
- The original requisition with attachments will not be affected by the change order

For further assistance please contact the myUF Marketplace Help Desk at 352 392-1135 or email [myufmarketplace@ufl.edu](mailto:myufmarketplace@ufl.edu) or [procurement@ufl.edu](mailto:procurement@ufl.edu)