

How to Approve a Requisition and a Change Order in myUF Marketplace

Overview

Use this instruction guide to approve a purchasing requisition (PR), and/or a change order in myUF Marketplace. Both requisitions and change orders route by the Dept IDs they contain. This instruction guide is for those who have Financial Approver security in myUF Marketplace and the role, UF_N_MKT_Financial_Approver. Financial Approvers need to complete the [Financial Approver form](#) with the Dept IDs for which they are financially responsible.

Financial approvers should review the fully opened requisition or change order and check the following:

1. Description of items being purchased – do they align with the department’s business purposes and quotation proposal attached.
2. Shipping and Billing
3. PO Business Unit and ChartFields
4. Commodity Code
5. Internal Notes (these go to approvers and procurement agents)
6. External Notes (these go to the vendor)
7. Business purpose – needs to be specific
8. Total Amount
9. Attachments should include quote provided by vendor and two additional quotations (to show price reasonableness)

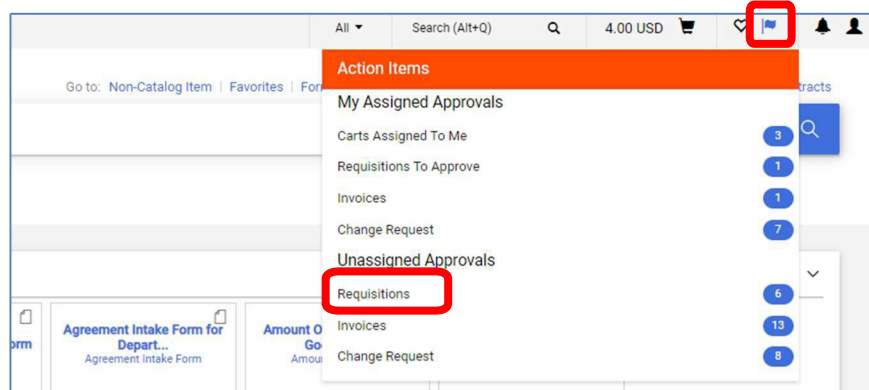
Financial approvers may edit the requisition, or return the requisition to the requestor with a comment to make edits, or approve.

To access myUF Marketplace as an approver:

- a. Log on to <http://my.ufl.edu> using your Gator Link username and password.
- b. Click **Nav bar > Main Menu > My Self Service > myUF Marketplace.**

To View Requisitions Awaiting Approval:

1. Click **Action Items** in the top menu to display a flyout menu that displays **My Assigned Approvals & Unassigned Approvals and click on Requisitions:**



2. Click the document number link to view it:

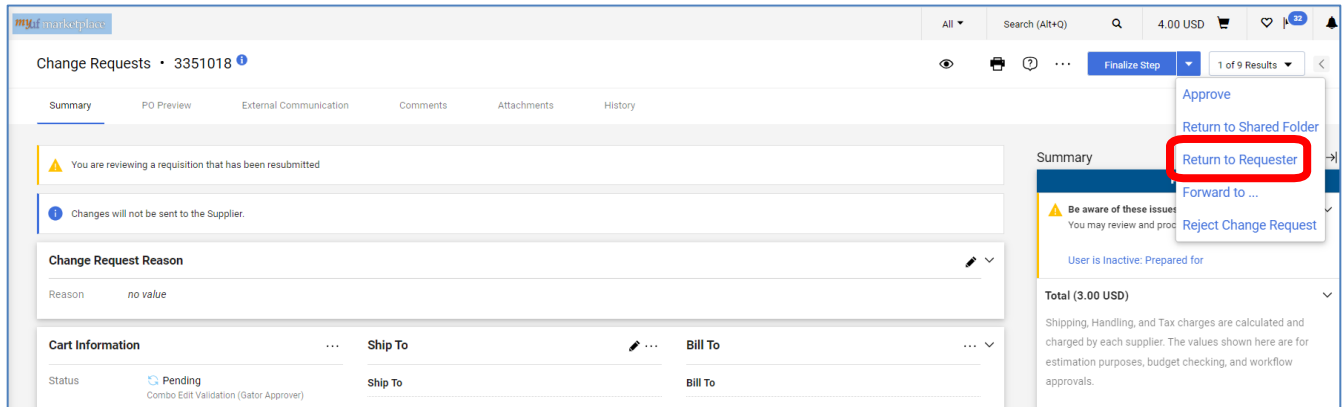
REQUISITION NO.	SUPPLIERS	ASSIGNED APPROVER	PR DATE/TIME	REQUISITIONER	AMOUNT
1655714	GovConnection Inc	Gator Approver	9/6/2016 1:22 PM	Gator Requestor	2,862.39 USD
DEPT ID: 63300500 (FS-FIN BUSINESS OFC): (0.00 - 74,999.99) USD					
311222	UF-Facilities Services	Not Assigned	3/28/2014 11:09 AM	Elizabeth Farmer	50.00 USD
DEPT ID: 64400000 (FA-PURCHASING/DISBURS SERVS): (0.00 - 74,999.99) USD					
1655714	GovConnection Inc	Gator Approver	9/6/2016 1:22 PM	Gator Requestor	2,862.39 USD
1192820	Bio-Rad Laboratories Inc	Not Assigned	8/8/2014 8:56 AM	Gator Requestor	128.34 USD

3. Within the requisition or change request, click **Assign to Myself**:

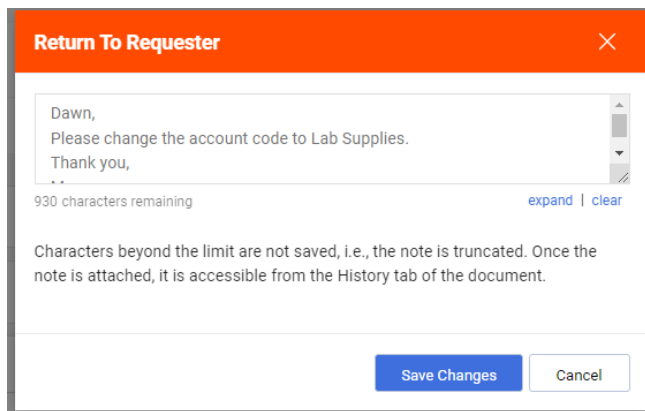
Check the entire requisition or change order per the list on the front page of this guide.

Use the tips below to return the requisition and add a comment, modify or approve.

To return the requisition, click the small triangle next to the **Finalize Step** button on the top right for the dropdown and select **Return to Requester**:



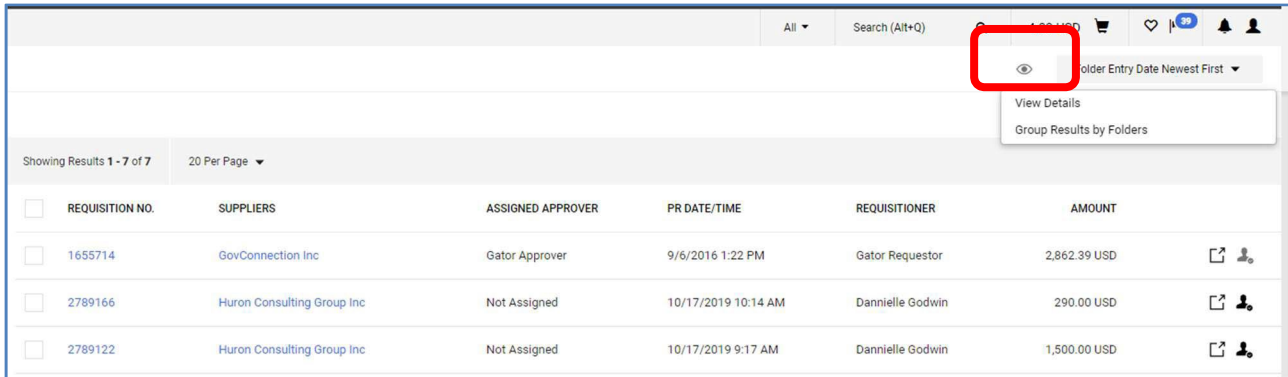
Add a Comment and select Save Changes:



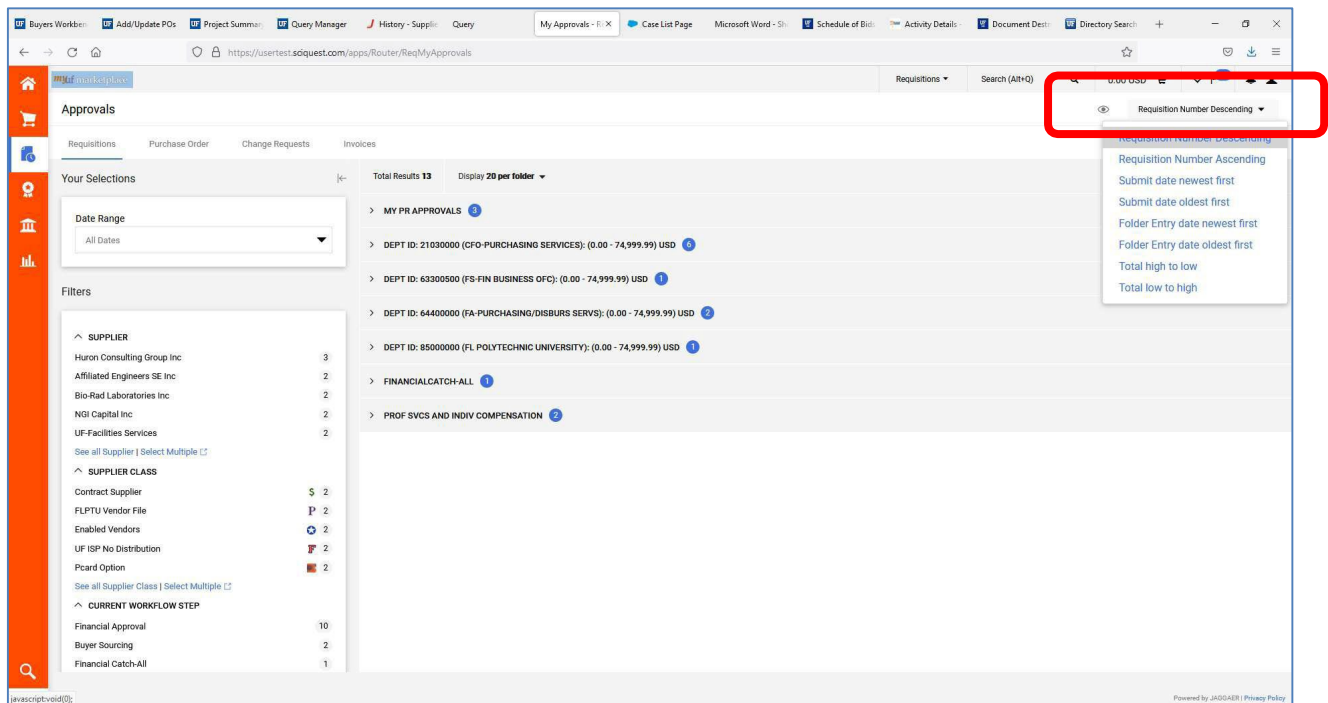
To approve the requisition, click on **Finalize Step** or at the dropdown, click **Approve**.

Additional Tips

- At the list, click the View symbol on the top right to view as list or folder:



- Use the dropdown to sort, or the View icon to expand the folders:



Make sure you have Emails and Notifications turned on in your User Profile to receive emails when a requisition is pending and awaiting your approval. Please use this guide, [Setting Up Your User Profile](#).

For further assistance, please contact the [myUF Marketplace Help Desk](#) or call 352 392-1335.