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:
- Log on to http://my.ufl.edu using your Gator Link username and password.
- 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:

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

   ![Image of requisition or change request with Assign to Myself button highlighted]

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**:

![Image of return to requester](image)

Add a Comment and select Save Changes:

![Image of return to requester form](image)

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

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

![Image of myUF Marketplace showing View symbol and list view]

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

![Image of myUF Marketplace showing dropdown and expanded 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.