

This guide is for Requestors to use a Dashboard for a quick glance view of Requisitions, Purchase Orders and Action Items all in one place. Dashboards also have Quick Links for reference to UF websites and an easy to use Document Search to find requisitions in the system.

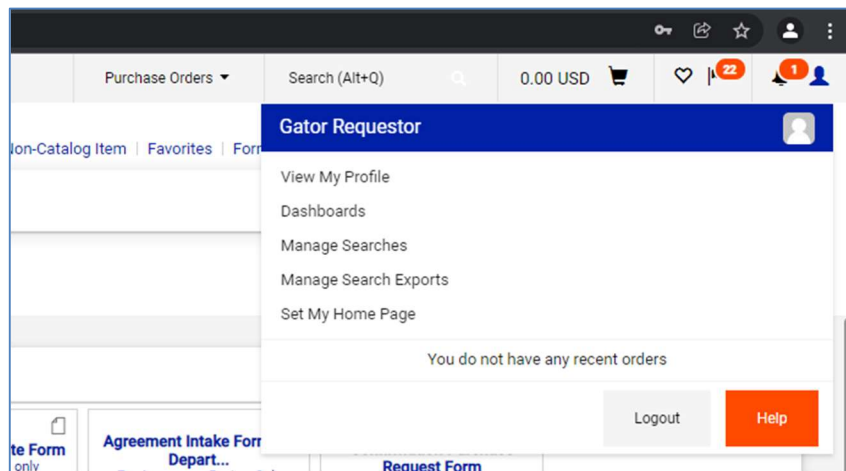
To access myUF Marketplace, logon through the myUFL Portal.

Log on to <http://my.ufl.edu> using your GatorLink username and password

- Click **Nav bar > Main Menu > My Self Service > myUF Marketplace** for the UF_N_MKT_Shopper
- Click **Nav bar > Main Menu > Financials > eProcurement > myUF Marketplace** for the UF_N_MKT_Requestor

Step 1 – Click on the silhouette at the top right to access the Dashboard

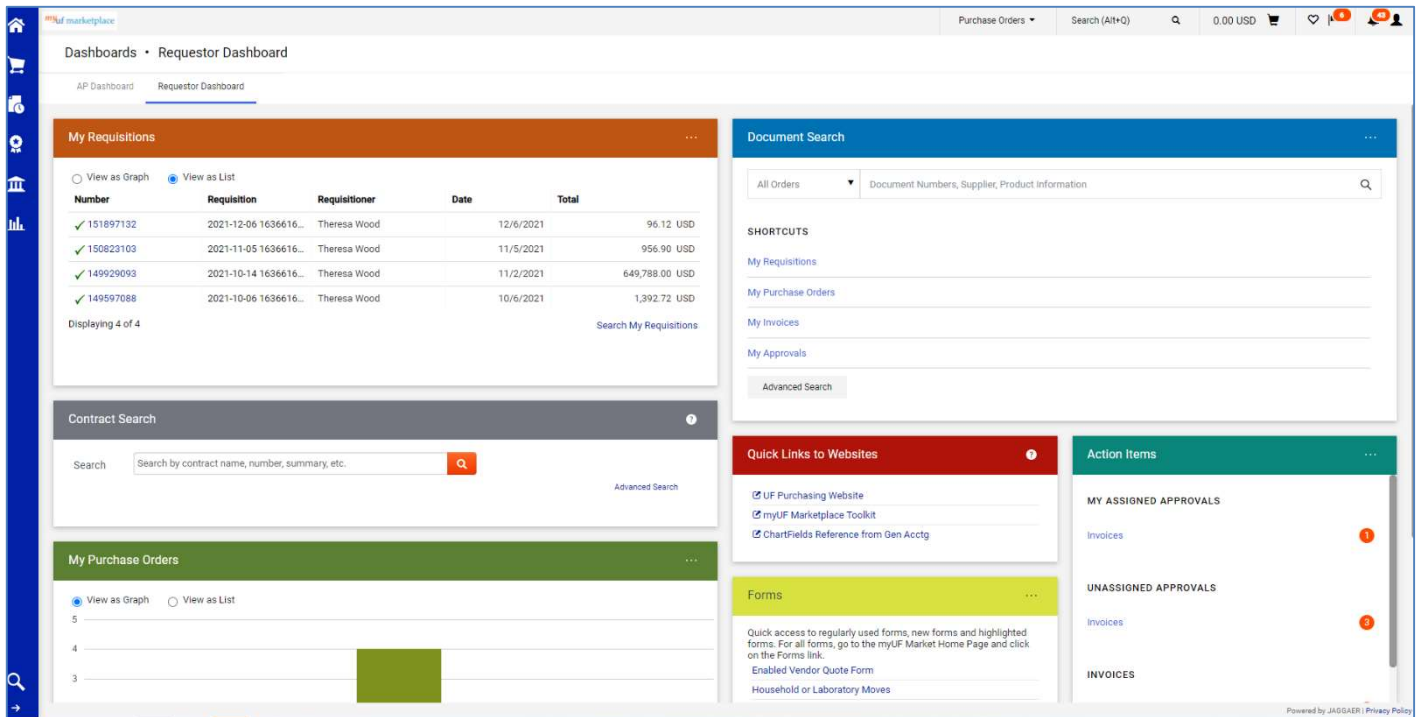
To find and use the Requestor Dashboard, click on the silhouette on the top right, then click on Dashboards:



Step 2 – Use the Dashboard for a Quick Glance View

The Dashboard has several sections:

- My Requisitions
- Document Search
- Contract Search
- My Purchase Orders
- Quick Links to UF Websites
- Action Items
- Forms



From left to right, in the **My Requisitions** box, your recently submitted requisitions will show with their status. A green check means the requisition has completed workflow and may still be in purchase order workflow. If you click the **Search My Requisitions** link, it will show all of the requisitions you shopped for the past 90 days.

Step 3 – Click View as Graph to compare status of requisitions

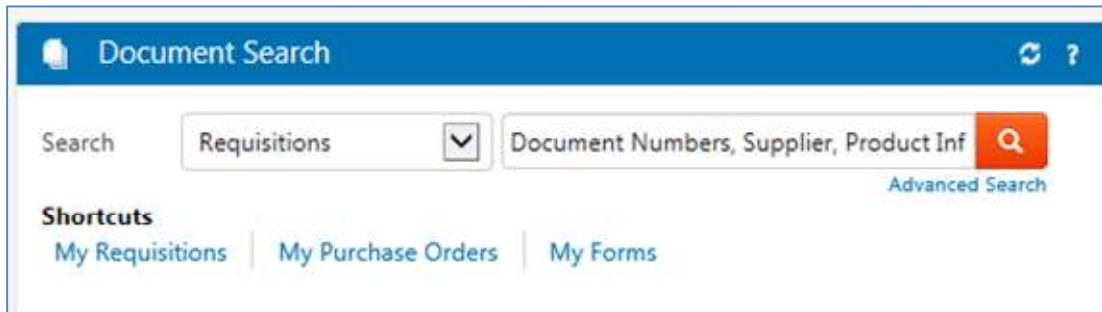
In the **My Requisitions** and **My Purchase Orders** panels, viewing as graph groups them by status. Double-click on the any of the status bars to view all the pending completed, rejected or withdrawn requisitions, in the Last 90 Days.



To view a list, click on the radio button for **View as List**, and then click on an individual requisition number.

Step 4 – Use the Document Search to Find Requisitions or Purchase Orders

You may use the **Document Search** panel to search for a Requisition, Purchase order, Invoice or Change Request by number. You may click Advanced Search to search using more filters. Please refer to the instruction guide, [Saving and Exporting Searches in myUF Marketplace](#). Your saved searches will show here.



Step 5 – Use the Quick Links to UF Websites

The **Quick Links** panel provides shortcuts to recommended references online such as:

- The UF Purchasing Website
- myUF Marketplace Toolkit
- UF General Accounting's Help with ChartFields Resources

These links are updated by UF Purchasing as needed or by time of year necessity, such as End of Fiscal Year.

For additional help, please contact the myUF Marketplace Help Desk at 352 392-1335.