

Approving Requisitions with Multiple Dept IDs

Overview

Approve a purchasing requisition (PR) in myUF Marketplace that has more than one Dept ID with help from this guide. Requisitions containing multiple Dept IDs route to the approval folders for an approver or approvers assigned to those Dept IDs. For example, a requisition with a split distribution may have different Dept IDs. When assigning a requisition to the My Approvals folder, the system will ask if the approver would like to assign the requisition from all Dept ID folders displayed. Click the **Yes** button to approve all the lines at the same time. Click the **No** button to assign and approve folder by folder instead. The requisition may contain lines with Dept IDs not assigned to any of your Dept ID approval folders.

To learn how to approve a requisition in myUF Marketplace, start with the instruction guide, "Approving Requisitions in myUF Marketplace" and refer to the new guide, "Returning Requisitions in myUF Marketplace." This instruction guide is for those who have Financial Approver security in myUF Marketplace and the role, **UF_N_MKT_Financial_Approver**.

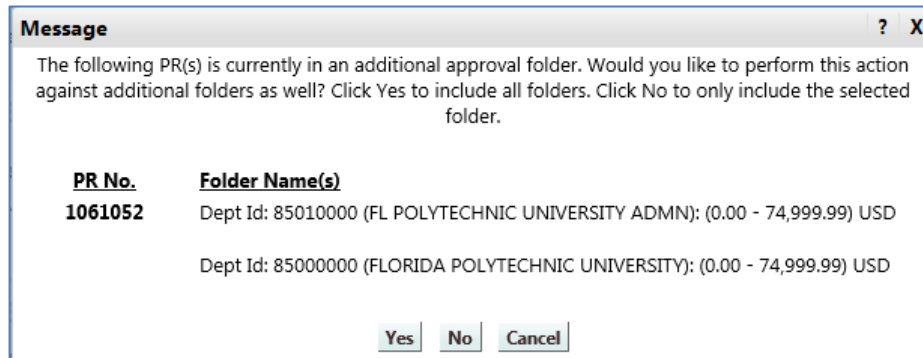
To access myUF Marketplace as an approver:

- a. Log on to **http://my.ufl.edu** using your Gator Link username and password.
 - b. Click **Nav bar > Main Menu > Financials > eProcurement > myUF Marketplace**.
1. Locate your requisitions to be approved in two locations:
 - a. Click **Action Items** in the top menu to display a flyout menu that displays **My Assigned Approvals & Unassigned Approvals**.
 - b. Or locate approvals by clicking the **Orders & Documents** icon in the left navigation bar. Click **Approvals > My Approvals**.
(See the instruction guide: "Approving Requisitions in myUF Marketplace")
 2. You may find the same requisition in more than one Dept ID folder. Assign it to your **My PR Approvals** folder by clicking the **Assign** button in the first Dept ID folder.

Requisition No.	Suppliers:	Assigned Approver	PR Date/Time	Requisitioner	Amount	Action
1061052	Hughes Corporate Printing LLC	Not Assigned	11/19/2013 1:11 PM	Tester Requestor3	9,400.00 USD	Assign
Requisition Name notecards		Folders		94 Days in folder [Dept Id: 85010000 (FL POLYTECHNIC UNIVERSITY ADMN); (0.00 - 74,999.99) USD] 94 Days in folder [Dept Id: 85000000 (FLORIDA POLYTECHNIC UNIVERSITY); (0.00 - 74,999.99) USD]		
No. of line items 1						

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3. A dialog box will open asking if you would like to assign the requisition from all of your Dept ID folders.



4. Click **Yes** to approve all the lines in the requisition from your Dept ID folders at the same time.
5. The requisitions will display as **Assigned** in all your Dept ID folders.
6. Approve using the instruction guide, "Approving Requisitions in myUF Marketplace," for a full explanation.

For further assistance, please e-mail procurement@ufl.edu or call the Procurement Services Help Desk at 392-1335 or go to the website, <https://procurement.ufl.edu/uf-departments/myuf-market/vendors>.