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.
Approving Requisitions with Multiple Dept IDs

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.


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.