

Change Orders will now be created electronically in myUF Market. This guide is intended to help Approvers approve the Change Order Request in myUF Market and submit that request to Procurement Services. Unless indicated here, all rules that apply to purchase requisitions also apply to change requests.

To access myUF Market 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 Market** for the UF_N_MKT_Shopper
 - Click **Nav bar > Main Menu > Financials > eProcurement > myUF Market** for the UF_N_MKT_Reqestor

To locate the Change Order requisitions routed to you to approve, you may:

- Click on your **Action Items > Unassigned Requisitions Needing Approval**, or
- Click on **Notifications > Shopping Carts and Requisitions**, or
- **Cart Icon** (Orders and Documents) > **Approvals > My Approvals**

The change order will look like a requisition with the supplier as UF Purchasing Change Order:

Requisition No.	Suppliers	Assigned Approver	PR Date/Time	Requisitioner	Amount	Action
1321356	UF Purchasing Change Order - internal use only	Not Assigned	3/31/2015 8:04 AM	Gator Requestor	250.00 USD	Assign
1265351	QIAGEN, Inc.	Not Assigned	12/19/2014 10:04 AM	Gator Requestor	450.00 USD	Assign

1. Click on the **Assign** button to have all the options available to approvers for this requisition.
2. Click on the requisition number on the left to open the request.
3. Scroll down to the bottom and click on the **Change Order Request** form to open.

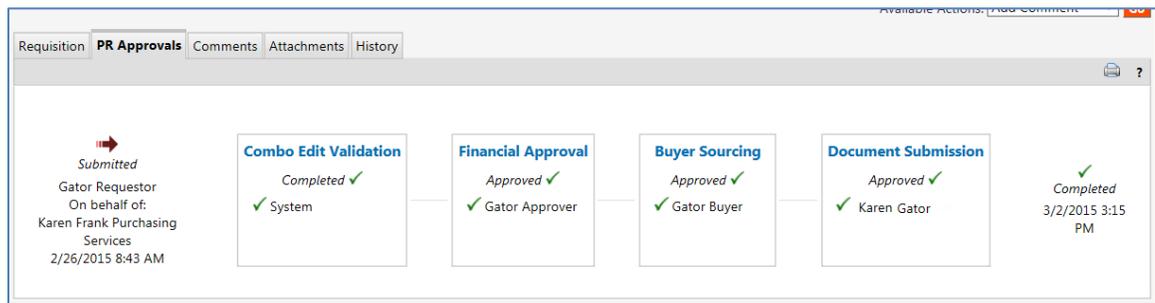
Supplier / Line Item Details			
Hide line details			
UF Purchasing Change Order - internal use only more info...			
Product Description	Catalog No		
1 Change Order Request more info...			
Justification and Comments more info...	Increase needed.	Commodity Code	43211500 Computers

When you open the form, you may review the following:

- Original PO number
- The line and distribution being modified
- The Commodity Code
- The type of change (increase, decrease, etc.)
- The reason for change
- The new PO Line Amount

To close the form, click the **Close** button at the top

To approve, click on the **Available Actions** dropdown at the top to Finalize Step and Go. If you have questions, you may select **Return to Requisitioner** and include a comment. Once approved, the Change Order request will follow the workflow below and route to the Document Submission folder for Procurement to complete the change order.



For further help, e-mail procurement@ufl.edu or contact Procurement Services Help Desk at 392-1335.