

Submitting a Change Request in myUF Market

Complete the Change Order Request form electronically in myUF Market and submit the requisition to Procurement Services. This will not become a purchase order. Procurement Services will follow the instructions you complete in the form to make the changes to your PO.

(For changes to Purchase Orders with a fund code of 5XX in the chartfield, contact Construction Accounting at fac@admin.ufl.edu or 352-392-5778.)

Complete the form and add to a cart, then enter the same Bill To, Ship To and ChartFields as the original purchase order you are changing. There are options to make this easier:

- Option 1 - Start with New Cart and copy ChartFields from the original PO's requisition.
- Option 2 - Copy Original PO's Requisition to a New Cart, delete the lines and add the form.

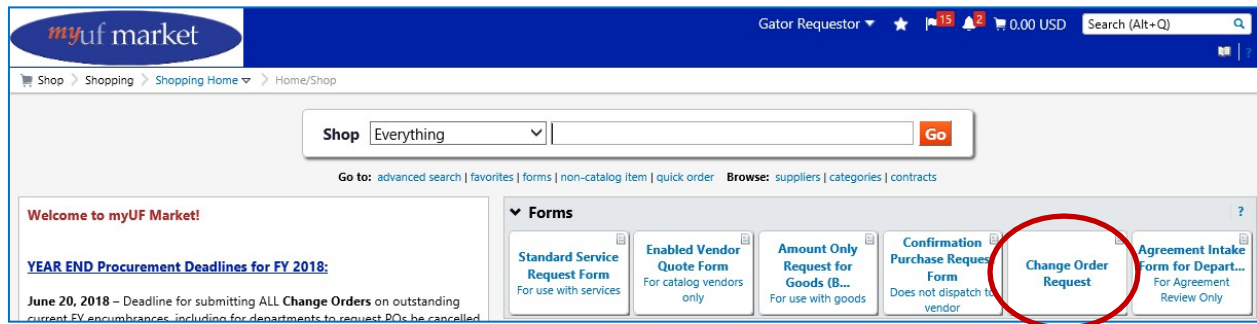
To access myUF Market logon through the myUFL Portal.

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

1. Click **Main Menu > My Self Service > myUF Market**

Option 1 – Start with a New Cart

To access the form for Change Order Requests click the form sticker for Change Order Request on the Home/Shop page.



Complete the request form. The fields on the form (bold fields are required) are:

Field	Description	Required
Purchase Order	The 10 digit PO number the request is about	Yes
PO Line Number	Which line needs to be changed	Yes
Distribution Number	Which distribution needs to be changed	Yes
Commodity Code	Type or search for code from original requisition (this routes your request to Purchasing Services staff)	Yes
Vendor on Original PO	Type in the vendor on the original PO. This is not a lookup field.	Yes
Type of Change	Dropdown for type of change	Yes
Reason for Change	Dropdown for reason for change	Yes
Change to Description or Due Date	Text for change if applicable	No
New Quantity	Quantity on PO Line after the change is made	Yes
New PO Line Amount	Amount on PO Line after the change is made	Yes
Has the vendor requested a copy of this change?	No or Yes	No
Justification and Comments	Any other information pertinent to the change or helpful to Purchasing Staff during approval process	No

This is an example of a completed form:

Form Preview

Supplier Info ?

Supplier UF Purchasing Change Orders

General Info ?

General Info Instructions Describe the changes to be made to the original Purchase Order in the Justification and Comments field. Indicate the original PO number and reason for the request in the appropriate fields. Bold items are required. Include the chartfield your change will be made on.

Purchase Order (one PO per form)

PO Line Number

Distribution Number

Commodity Code search...

Vendor on Original PO

Type of Change

Reason for Change

Change to Description or Due Date

New Quantity

New PO Line Amount

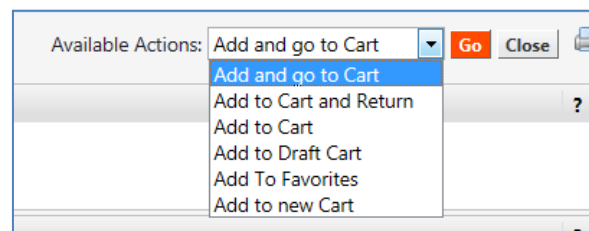
Has the vendor requested a copy of this change? No Yes

Justification and Comments

Extending scope to include swamp analysis.

958 characters remaining [expand](#) | [clear](#)

2. After completing the form fields, select from the dropdown menu of Available Actions and click the Go button
 - **Add and go to Cart** – select if all lines are input and you are ready to finish your request
 - **Add to Cart and Return** – select if a PO has more than a single line or more than a single distribution. Each time the form is completed and added to the cart creates another line on the request.



In the Requisition:

1. Click the **Proceed to Checkout** button and enter Ship To and Bill To or both may default from the requestor's (your) profile.

Submitting a Change Request in myUF Market

2. Complete the ChartField affected by the change. This should be what was on the original PO line referred to in the form fields. The Dept ID here will select Financial Approver rules. Once all required fields on the request click Place Order to submit.
3. You may open a new window to open the original PO, and copy and paste the ChartFields. To open a new window, click on File > New Window. There you may search for your PO, and copy and paste the ChartFields into your current cart.
4. The supplier on the requisition will show as UF Purchasing Change Orders.

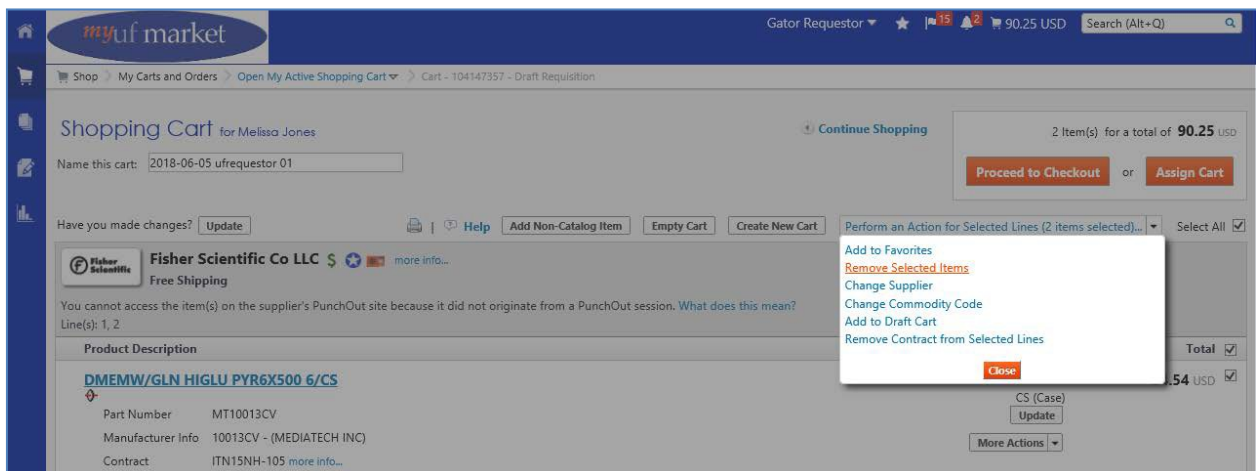
Workflow for Change Requests include combination edit validation, financial approval based on Dept ID, Buyer Sourcing, and a final step called Document Submission which holds requests until the processing is completed in myUFL. The Change Request form does not encumber funds or budget check ChartFields. Any questions/comments will be communicated to the requestor via the Comments tab.



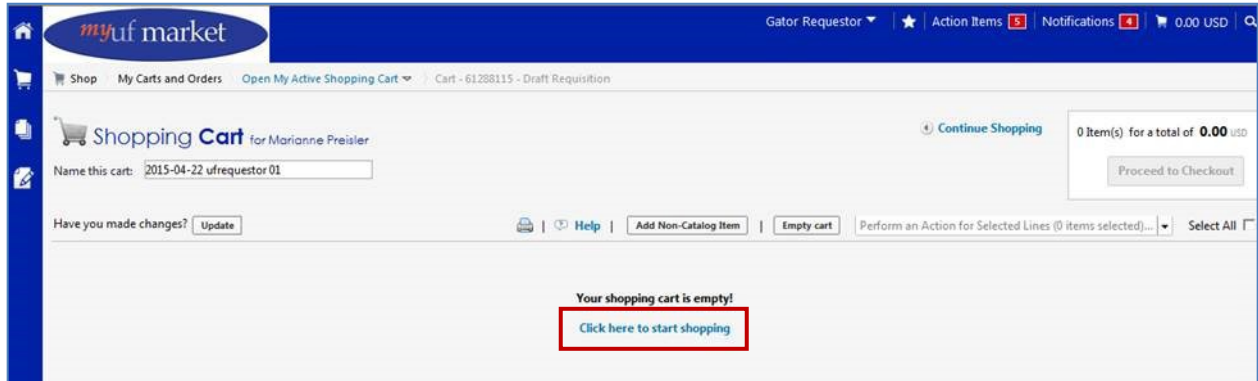
Option 2 – Copy Original PO’s Requisition to a New Cart

You may also copy the original PO’s requisition to a new cart to keep the Ship To, Bill To and Chartfields. You must remove ALL the items in the new cart.

- Just click the **Select All** checkbox on the right
- Then click on **Remove Selected Items**



Click on **Continue Shopping** to find and complete the Change Request form and add it to the requisition. From there, give it a meaningful name so you can find it again, and assign the cart or place the order.



For further help, e-mail myufmarket@ufl.edu or contact Purchasing Services at 392-1335.