

Overview

Use the Remove dropdown to select Move to External Attachments or Move to Internal Attachments as appropriate to instantly move the attachment over.

Note: this feature is only available in Internet Explorer version 10 (IE10) or higher.

To access myUF Marketplace:

- 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. Approvers: If the requisition is not assigned to you, you must **Assign the requisition** to yourself to use this feature. If not assigned you will not have the Remove Dropdown option as shown later in this guide. To assign the requisition, click the **Assign** button at the end of its row.

| ñ | | | | | Gator Approver UIT ▼ | 🛧 🛛 Action Items 1 | Notifications 🗎 | 0.00 USD 🛛 🔍 | | | |
|---|---|---------------------|-------------------------|----------------------|---|--------------------|-----------------|------------------|--|--|--|
| È | Orders & Documents > Approvals > My Approvals - Requisition | | | | | | | | | | |
| | Group Results By: List | | | | | | | | | | |
| | | of 11 Results | All Dates | | | Assign 💌 Go | | | | | |
| 1 | Filtered by | Results Per Page | 20 💌 | Sort | by: Submit date newest first | • | 🔳 Pa | age 1 of 1 🖹 🕴 ? | | | |
| | Type: Requisitions | Hide requisition of | letails | | | | | | | | |
| | Date Range: All Dates View Approvals For: Gator Approver UIT | Requisition No | o. Suppliers: | Assigned Approver | PR Date/Time | Requisitioner | Amount | Action | | | |
| | [remove all] Assigned | 2 1061107 | NGI Capital Inc | Not Assigned | 11/19/2013 1:08 PM | Sherrita Denson | 37,500.00 U | JSD Assign | | | |
| | ☑ Not Assigned | Requisition Name | 2013-11-19 testreq11 03 | | Folders 343 Days in folder [Dept Id: 85000000 (FL POLYTECHNIC UNIV (0.00 - 74,999.99) USD] | | | VERSITY): | | | |
| | Filter My Approvals ? | No. of line ite | ms 1 | | | | | | | | |

- 2. Open the requisition and ensure you have the **Requisition** tab selected and you are viewing the **Summary tab**.
 - a. Shoppers & Requestors: you may move an attachment in the cart by using the Remove link Dropdown as well. Just navigate to the Requisition/Summary tab in the cart while in the Proceed to Checkout screen.

| Add Non-Catalog Item | | | | | | | | | |
|--|--------------|------------|----------|-----------------|---------|--|--|--|--|
| Requisition | PR Approvals | PO Preview | Comments | Attachments (3) | History | | | | |
| Summary Shipping Bill To and PCard Chartfields Supplier Info | | | | | | | | | |
| Hide header | _ | | | | | | | | |

3. Scroll down to the Internal/External Notes and Attachments section of the summary. Click the **arrow** to expose the Remove dropdown menu and select the **Move to External Attachments** option. The attachment will move instantaneously.

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| | Internal Notes and Attachments | ? | | External Notes and Attachments | | ? |
|--|--------------------------------|---------------------------|--|--------------------------------|----------|------|
| Internal Note Internal Attachments | | edit | Note to all Suppliers Attachments for all suppliers | | | edit |
| Add Attachments Certificate of En (55k) | | Remove 🔻 | Add Attachments Certificate of En (58k) | | Remove 🔻 | |
| Certificate of En (56k) | | Remove - | | | | |
| | | Remove | | | | |
| Supplier / Line Item De | tails | Move to External Attachme | ents | | | ? |

4. If you are moving from External Notes and Attachments, the dropdown will show **Move to Internal Attachments.**

| Internal Notes and Attachments | | | ? | | External Notes and Attachments | ? | | |
|--|--|----------------------|------|--|---|------|--|--|
| Internal Note Internal Attachments Add Attachments Certificate of En (55k) Certificate of En (56k) | | Remove 👻 Remove 👻 | edit | Note to all Suppliers Attachments for all suppliers Add Attachments Certificate of En (58k) | no note Remove Move to Internal Attachments | edit | | |
| Supplier / Line Item Details ? | | | | | | | | |

For further assistance, please e-mail <u>myufMarketplace@ufl.edu</u> Or call Purchasing Services Help Desk at 392-1335 Or visit <u>http://purchasing.ufl.edu/departments/myufMarketplace/default.asp</u>