

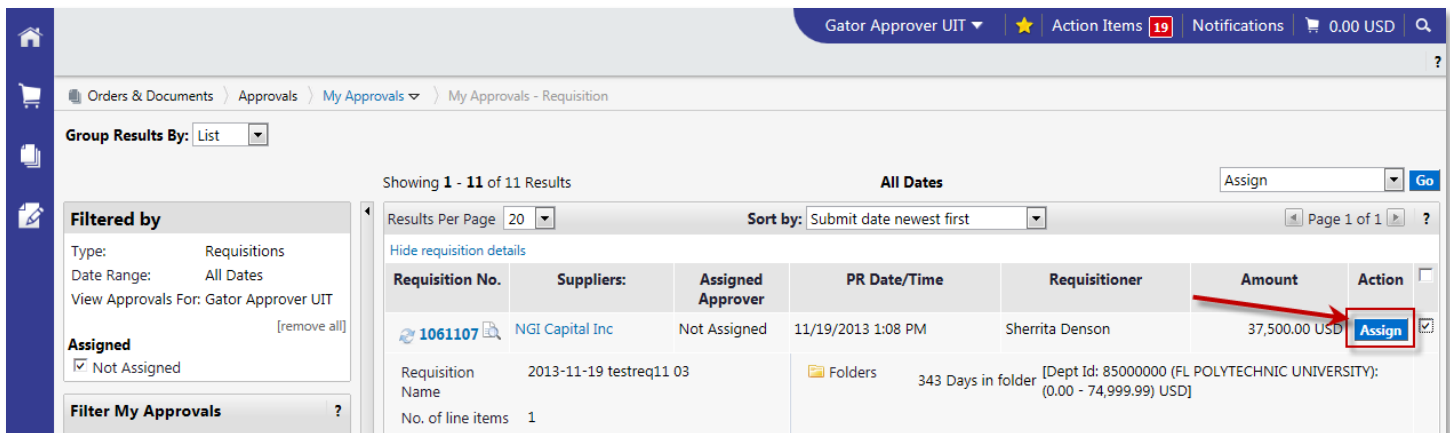
Overview

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

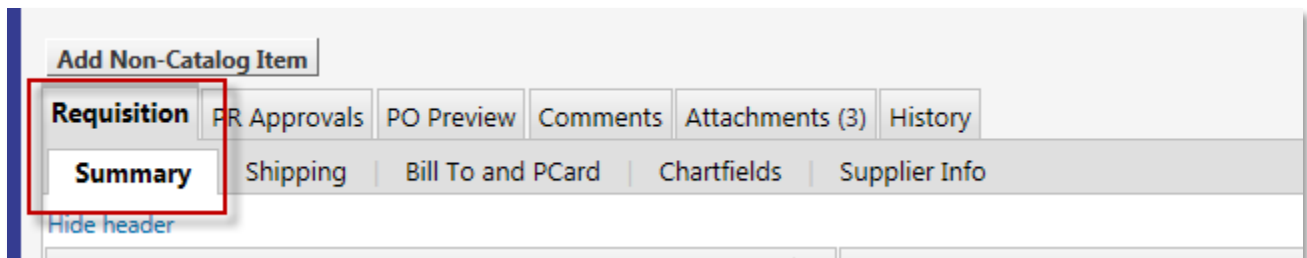
Note: this feature is only available in Internet Explorer version 10 (IE10) or higher.

To access myUF Marketplace:

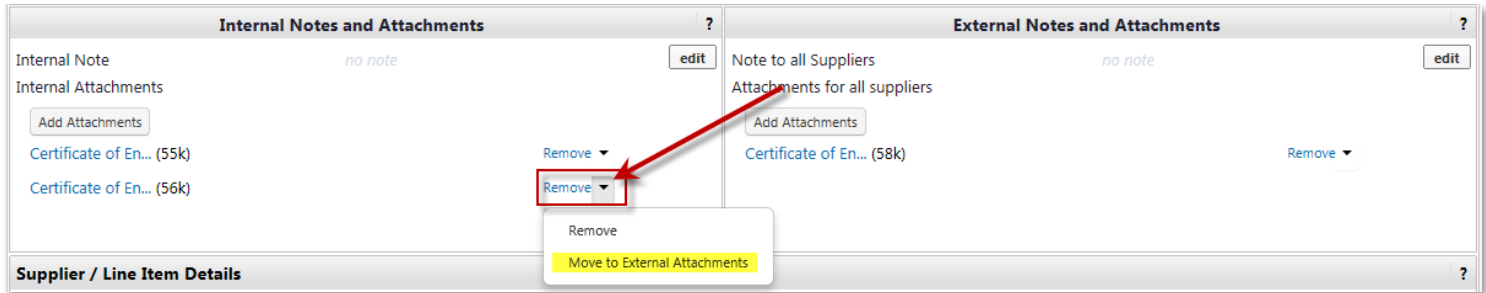
- a. Log on to **http://my.ufl.edu** using your Gator Link username and password.
 - b. Click **Nav bar > Main Menu > Financials > eProcurement > myUF Marketplace**.
1. Approvers: If the requisition is not assigned to you, you must **Assign the requisition** to yourself to use this feature. If not assigned 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.



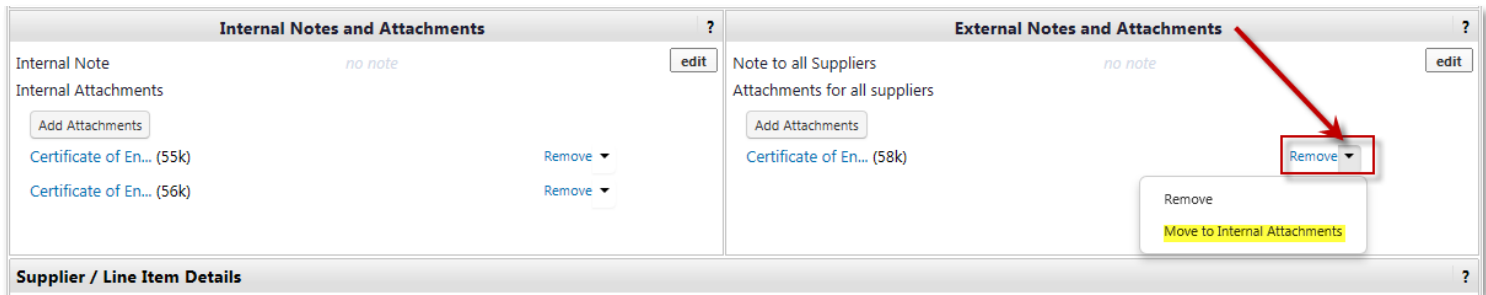
2. Open the requisition and ensure you have the **Requisition** tab selected and you are viewing the **Summary** tab.
 - a. Shoppers & Requestors: you may move an attachment in the cart by using the Remove link Dropdown as well. Just navigate to the Requisition/Summary tab in the cart while in the Proceed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



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.



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



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