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**.