

This guide is for Requestors to use a Dashboard for a quick glance view of Requisitions, Purchase Orders and Action Items all in one place. Dashboards also have Quick Links for reference to UF websites and an easy to use Document Search to find requisitions in the system.

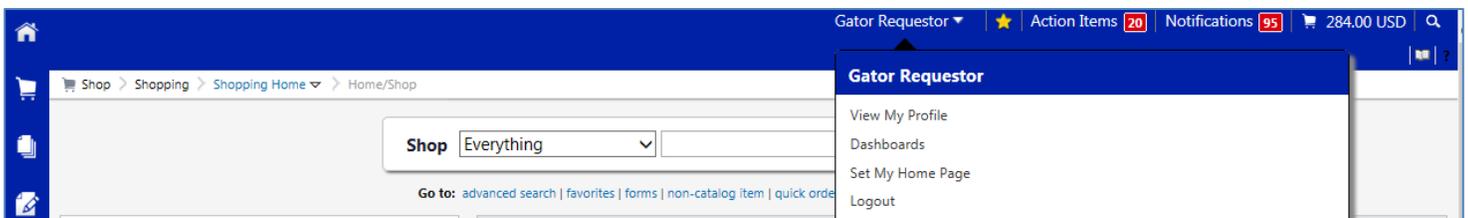
To access myUF Marketplace, logon through the myUFL Portal.

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

- Click **Nav bar > Main Menu > My Self Service > myUF Marketplace** for the UF_N_MKT_Shopper
- Click **Nav bar > Main Menu > Financials > eProcurement > myUF Marketplace** for the UF_N_MKT_Requestor

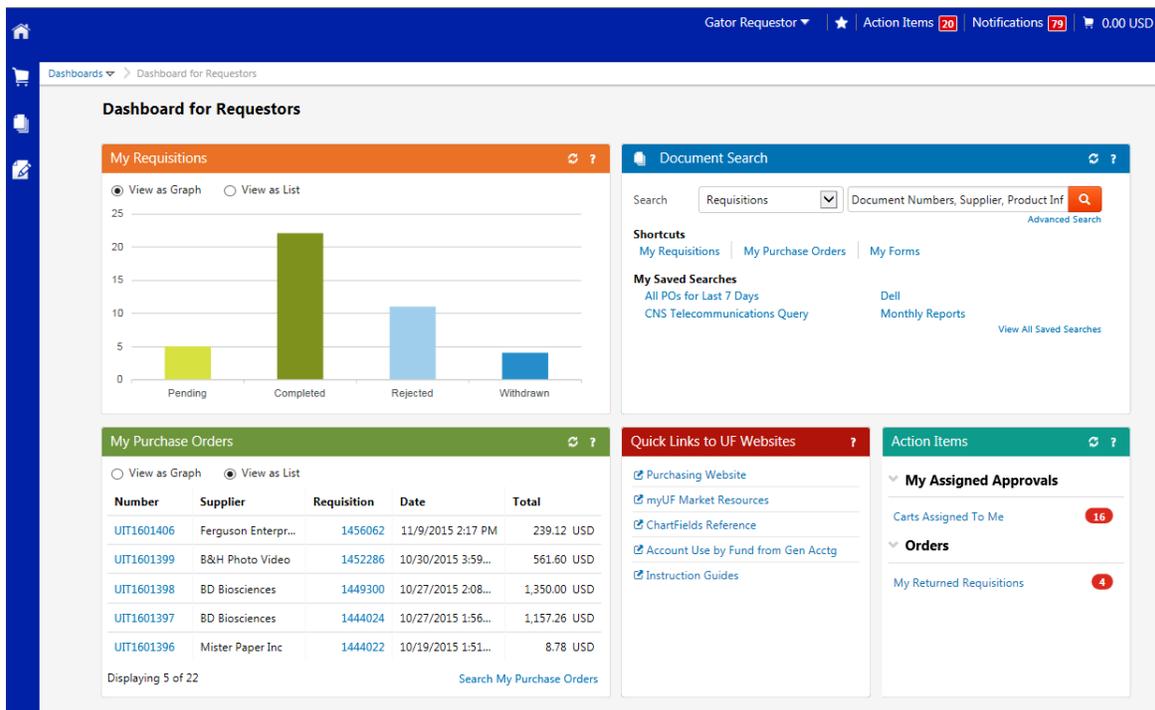
Step 1 – Click on Your Name at the top to access the Dashboard

To find and use the Requestor Dashboard, click on your name on the top right, then click on Dashboards.



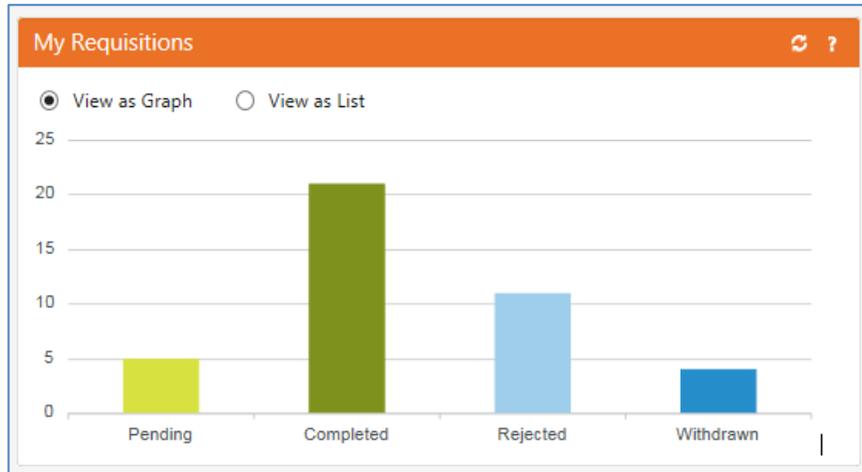
Step 2 – Use the Dashboard for a Quick Glance View

The Dashboard is a quick glance view of your Requisitions, Purchase Orders and Action Items. You may choose the View as Graph or View as List for both requisitions and purchase orders. The View as Graph groups them by status. Everything is clickable for drill down.



Step 3 – Click on the Graph Bar to View the Requisitions

In the My Requisitions and My Purchase Orders panels, viewing as graph groups them by status. For example, to view your Pending requisitions, double-click on the Pending bar to view your pending requisitions, pending in the Last 90 Days.



Orders and Documents > Search/Export > Search/Export > Search/Export

< Back to Edit Search | Start New Search

Showing 1 - 5 of 5 Results Last 90 days (8/8/2015-11/5/2015)

Results Per Page: 500 | Sort by: Best match | Page 1 of 1

Requisition No.	Supplier(s)	Requisition Name	Requisitioner	Requisition Date/Time	Requisition Total
1452302	Publix Super Markets Inc	2015-10-30 ufrequestor 02	Gator Requestor	10/30/2015 4:39 PM	120,000,000.00 USD
1450240	B&H Photo Video	2015-10-28 ufrequestor 01	Gator Requestor	10/28/2015 4:49 PM	696.49 USD
1449439	B&H Photo Video	2015-10-27 ufrequestor 01	Gator Requestor	10/28/2015 4:39 PM	696.49 USD
1443186	Abba Construction Inc	2015-10-16 ufrequestor 02	Gator Requestor	10/16/2015 3:30 PM	1.00 USD
1436527	Publix Super Markets Inc	2015-10-06 ufrequestor 02	Gator Requestor	10/6/2015 4:59 PM	12.00 USD

Search Details: Filtered by Type: Requisitions, Date Range: Last 90 days. Shopper: Gator Requestor. Workflow Status: Pending.

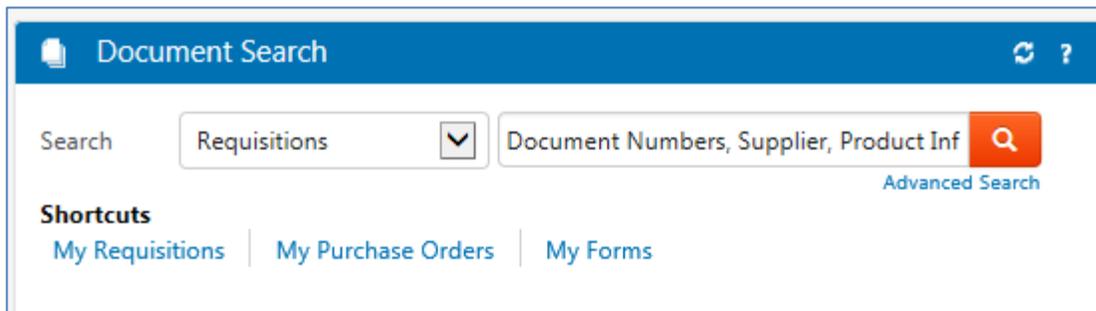
If you prefer to view a list, click on View as List, and from there you may click on an individual requisition number displayed, or you may click on the shortcut link on the bottom right, Search My Requisitions, to view your requisitions for the Last 90 Days.

Requisition No.	Description	Requestor	Date/Time	Total
1454136	MP Testing for HI...	Gator Requestor	11/3/2015 1:32 PM	0.00 USD
1454135	2015-11-03 ufreq...	Gator Requestor	11/3/2015 1:27 PM	0.00 USD
1454106	Testing High Doll...	Gator Requestor	11/3/2015 1:23 PM	0.00 USD
1452302	2015-10-30 ufreq...	Gator Requestor	10/30/2015 4:39...	120,000,000.00 USD

Showing 5 of 41 | [Search My Requisitions](#)

Step 4 – Use the Document Search to Find Requisitions or Purchase Orders

You may use the **Document Search** panel to search for a Requisition, Purchase order or Form request by number. You may click Advanced Search to search by more terms. Please refer to the instruction guide, [Using the Search Export to Research POs and Requisitions](#) to use the Advanced Search.



Step 5 – Use the Quick Links to UF Websites

The **Quick Links** panel provides shortcuts to recommended references online such as:

- The UF Purchasing Website
- myUF Marketplace Resources
- UF General Accounting's Help with ChartFields Resources
- Account Use by Fund from General Accounting
- Instruction Guides

These links are updated by UF Purchasing as needed or by time of year necessity, such as End of Fiscal Year.

For additional help, please contact the Procurement Help Desk at 352 392-1335.