Use this instruction guide to approve a purchasing requisition (PR) in myUF Market. Approvers in myUF Market can approve, modify, add notes, return or deny (reject) a purchasing requisition. Please refer to the instruction guide, “Returning Requisitions for Approvers.” This instruction guide is for those who have Financial Approver security in myUF Market and the role, UF_N_MKT_Financial_Approver. An approver must assign the requisition from the shared folder to their own folder to have access to all approver actions. To navigate, log in to myUFL, then click on eProcurement > myUF Market to process the approval in myUF Market. E-mail reminders will be sent out automatically by the system for requisitions not approved.

Note: Hyperlinks in myUF Market are not underlined until you mouse over the words.

STEPS

1. **Log in to myUFL** and navigate to myUF Market:
   a. Log in to my.ufl.edu using your GatorLink username and password
   b. **Click on eProcurement > Click myUF Market**
   c. Refer to the **Action Items** panel on the left for quick access to requisitions waiting for approval
      o Click the Approvals link to open it
      o Under **Unassigned Approvals**, click **Requisitions** to view the Approvals page, or
      o Click the orange Approvals tab at the top

2. **Review requisitions** ready for your approval by either
   a. Clicking on each folder to open and view a list of requisitions, or
   b. Clicking the **Expand All** link at the top of the page to open all folders and view all requisitions at once.

3. **Filter and sort** the list to help review and select requisitions to approve. For example, filters and sorting may help you find the oldest requisition in your queue, or requisitions submitted by a certain requestor:
   a. **Sort** the list by clicking the **Sort By dropdown** at the top to sort by several options, such as:
      i. Sort by Total High to Low
      ii. Sort by Submit Date Oldest First
   Note: The system will sort requisitions within each folder.
b. **Filter** the list by clicking on one of the items displaying a number in parentheses in any of the filters on the left-hand menu. For example, you may filter by:
   i. Requestor
   ii. Supplier

4. **Assign** the requisitions you select to your **My PR Approvals folder** to review and approve, if
   a. You have other approvers approving for the same folder
   b. You need to return or reject the requisition
   c. You need to make changes to the requisition

   ▶ To assign the requisition, click the **Assign** button at the end of its row.
   ▶ To assign multiple requisitions at once, check the box for each one, then click the dropdown at the top and select “Assign,” then click the **Go** button.
5. Before approving, **to open and view a requisition**, click the requisition number link.
   a. Requisitions opened within the **My PR Approvals** folder will have the option to:
      i. **Be returned to the requestor**, or **rejected by the approver**, using the **Available Options** dropdown at the top.
      ii. **Have changes made by the approver** using the available **Edit** buttons that display.
   b. Requisitions opened within the other folders will **not** have these options.

   Check the requisition line-by-line, and verify:
   - Items being purchased
   - Shipping and Billing
   - PO Business Unit and ChartFields
   - Commodity Code
   - Internal Notes (these go to approvers)
   - External Notes (these go to the vendor)
   - Total Amount of Requisition

   ▶ **To approve from within the requisition**, click the **Available Actions** dropdown at the top, and select **Approve/Complete**, then click the **Go** button.
   ▶ **To approve a requisition while listed in a folder**, click the **Approve button** at the end of its row.

   Note: The system will refresh automatically and the approved requisition will move to the Outbox.
   - To view it, click the **Return to Approvals** link at the top, then click the blue **Outbox** tab.

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![Outbox - Requisition](image-url)
6. **To reject or return a requisition,**
   a. Assign it to your My PR Approvals folder
   b. Click the requisition number link to open it
   c. Click the Available Actions dropdown at the top, and select one of the following:
   
   o **Return to Requisitioner** and click the Go button
     - In the Return to Requisitioner dialog box, complete the Reason for Return and click the Return to Requisitioner button. The requisition will be moved to the Outbox and returned to the requisitioner.
   
   o **To reject ALL LINES of a requisition, select Reject Requisition** and click the Go button
     - In the Reject Requisition dialog box, complete the PR Reject Reason, and click the Reject Requisition button.
   
   d. To reject only one or several lines of the requisition,
   
   o Scroll down to the line level and check the box for the line selected.
   o Click the For Selected Line Items dropdown and select Reject Selected Items, then click the Go button.
   o In the Add Note dialog box, complete the Reject Line Reason and click the Reject Line Item button.

   ![Image of myUF Market interface]

   Note: The system will refresh automatically and the rejected requisition will moved to the Outbox.
   - To view it, click the Return to Approvals link at the top, then click the blue Outbox tab.

For further assistance, please e-mail myufmarket@ufl.edu or call Purchasing Services at 392-1331, or visit http://purchasing.ufl.edu/departments/myufmarket/default.asp