[Returning Requisitions for Approvers]

Approvers in myUF Market can approve, modify, add notes, or deny (reject) a purchasing requisition. They may now also return a requisition to a requestor to edit and resubmit into workflow without having to copy it to a new cart. The returned requisition will also keep its original requisition ID number when edited and resubmitted. This instruction guide is for those who have Financial Approver security in myUF Market and the role, **UF_N_MKT_Financial_Approver**. An approver may approve a PR immediately by clicking the **View** link or may assign the requisition from the shared folder to their own folder to hold and view at another time for approving. A requisition must be assigned before it can be returned. To navigate, log in to myUFL and then click on **eProcurement > myUF Market** to process the approval in the myUF Market.

- Log in to **my.ufl.edu** using your GatorLink username and password
- **Click on** eProcurement **> Click myUF Market**
  - Refer to the **Action Items** panel on the **Home/Shop** page for a quick view of requisitions waiting for approval
    - Click the **Approvals** link to open the listing underneath it
    - If you have requisitions waiting, there will be a number next to **Requisitions**
    - Click **Requisitions** to go to your Approvals page

  ![Image of myUF Market interface](image.png)

- Click the **View** link on any requisition listed to review the requisition

  ![Image of requisition view](image.png)
On the requisition, click the new **Comment** tab to review comments entered by other approvers or to enter a comment.

Click the **dropdown** to the right to **assign** the requisition to your folder. This must be done before returning a requisition.

Click the **dropdown** again and it will display additional choices. Select **Return to Requisitioner** to return as a draft cart which can be easily edited for resubmission.
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- A **Return to Requisitioner** box will display for entering the reason for return
- Click the **Return to Requisitioner button** at the bottom to complete the process

- The returned requisition will remain in the **Requisition Outbox** for reference
- The requisitioner will receive an e-mail if they selected to use the **PR Rejected** notification
- The returned requisition will display on their **Action Items** panel as **Returned(x)**

For further assistance, please e-mail **myufmarket@ufl.edu** or call Purchasing Services at 392-1331.