[Using the My Requisitions Page]

With the advent of the myUF Market 12.1 upgrade on March 2012, the My Requisitions page is replaced with the Search/Export page. Requisitions will still display the same way and navigation will be the same (Carts > My Requisitions). View the status of your requisitions, identify rejected requisitions quickly and access each requisition by clicking on the requisition number listed. You may also check orders for carts shopped by others and assigned to you. Search terms include ChartFields, which means you may search for requisitions placed for a certain Project ID or Business Unit that will include orders placed for assigned carts and your own requisitions. This guide explains the different types of requisitions displayed. For instructions on searching, filtering results and exporting, refer to the new “Using the Search/Export to Research POs and Requisitions” instruction guide.

To access myUF Market as a Shopper,

- Log on to [http://my.ufl.edu](http://my.ufl.edu) using your GatorLink username and password
  - Click My Self Service > Click myUF Market for the UF_N_MKT_Shopper
  - Click eProcurement > Click myUF Market for the UF_N_MKT_Shopper_Req role (to shop)

To access myUF Market as a Requestor or Approver,

- Log on to [http://my.ufl.edu](http://my.ufl.edu) using your Gator Link username and password
- Click eProcurement > Click myUF Market

To go to the My Requisitions page,

- Click Carts > My Requisitions
- To see all Pending requisitions, on the Home/Shop page, click on Pending under My Orders > Requisitions to view current Pending requisitions
[Using the My Requisitions Page]

To display only requisitions placed on behalf of another user, such as for assigned cart:

- Uncheck the checkbox for your name in the left-hand Filter under **Shopper**
- The page will instantly refresh itself and show all requisitions placed on behalf of other shoppers
  - Filter by shopper by checking the checkbox by the shopper’s name now listed in the filter under **Shopper**

**Reading the Results**

- This page contains:
  - Supplier
  - Requisitioner
  - Requisition Number (click to view requisition)
  - Requisition Name
  - Requisition Date/Time
  - Requisition Total
  - Status icon (See legend below)

- Some status explanations for the symbols in the status column:
  - **Requisition Pending Approval** – waiting for system or approver to validate
  - **Requisition Withdrawn** – the requestor withdrew the requisition after placing order but before being approved
  - **Pending, but line item rejected** – Approvers can reject a line item in a requisition and let the other lines continue to system checks and PO dispatched
  - **Approved, but line item rejected** – A requisition which is proceeding but with a rejected line

- See chart below for the symbol legend:

![Legend Chart](image)

- To view requisitions by ChartFields, click the **Edit Search** button on the top left and use the instruction guide “Using the Search Export to Research POs and Requisitions”

For further help, e-mail **myufmarket@ufl.edu** or contact Purchasing Services at 392-1331.