

[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> 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> 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

The screenshot displays the 'Search/Export' interface. At the top, there are navigation tabs: 'home/shop', 'favorites', 'forms', 'carts', 'search/export', 'profile', and 'customize'. Below these are 'search', 'exports', and 'saved searches' options. A search bar is present with a dropdown menu for 'Catalog No. (SKU)'. The main content area shows 'Showing 1 - 10 of 10 results' for 'All Dates'. It includes a table with columns for Requisition No., Supplier(s), Requisition Name, Requisitioner, Requisition Date/Time, and Requisition Total. The table lists 10 requisitions with details such as 'St Augustine Glided Tours LLC', 'Canon USA Inc', and 'Fisher Scientific Co LLC T'. On the left side, there is a 'Filtered By' section with options for 'Type: Requisition', 'Date Range: All Dates', 'Shopper: Marianne Preisler', and 'Workflow Status: Pending'. Below this is a 'Refine Search Results' section with dropdowns for 'Type', 'Date Range', and 'Supplier'. The bottom of the page shows 'Results per page: 20' and 'Page 1 of 1'.



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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	
✓	Requisition Approved
↻	Requisition Pending Approval
✗	Requisition Rejected
←	Requisition Withdrawn
✗↻	Pending, but line item(s) Rejected
✗✓	Approved, but line item(s) Rejected

- ▶ 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.