OVERVIEW

Find purchase orders (POs) for your business unit in myUFL. You will need the role UF_PO_Receiver to use this functionality. Search for your myUF Market purchase orders in myUFL to see if they have been Dispatched (sent to the vendor and awaiting receiving and/or vouchering) or Completed.

You may also use this page in myUFL to find:
• ChartFields for your purchase order
• The myUF Market requisition number for this PO
• Related documents such as vouchers and receipts for this PO

STEPS

1. Navigate to the Purchase Order Inquiry page in myUFL

   Log in to http://my.ufl.edu with your Gatorlink username and password.
   Click Main Menu > Click Purchasing > Click Purchase Orders > Click Review PO Information > Click Purchase Orders

2. Search for Purchase Orders in Your Business Unit

   • Enter your Business Unit
   • Enter “11” in the PO ID field to retrieve purchase orders for the 2011 Fiscal Year
   • Click the Search button

3. Narrow the Search

   • Search by PO Status
     o Click the Dispatched list item to find vouchers that have been sent to the vendor by myUF Market and are ready for vouchering
     o Click the Search button
   • Search by Date Range
     o Change the Purchase Order Date dropdown from “Begins” to “Between” to enter a beginning date and ending date
     o Click the Search button

4. Search Results – Selecting a PO

   • Click the row of the purchase order you would like to view
5. Finding What You Need

- On the top of this page, you may view the purchase order ID number in the **PO ID** field, purchase order status in the **PO Status** field, and whether or not this PO has been received by checking the **Receipt Status** field. To find the myUF Market requisition number for this PO, check the **PO Reference** number in the Header.
- To view ChartFields for this PO, click the **Schedule** icon on the right side of each row.

- Then scroll to the right and click the **Distributions/ChartFields** icon.
• To find vouchers and receipts for this purchase order, click the **Document Status** link.

![Document Status](image1)

- On this page, view related documents such as receipts, vouchers and payments. The **DOC ID** column contains the ID numbers for each of these items.

![Document Status](image2)

For more help, contact the UF Purchasing Services at 392-1331 or e-mail purchasing@ufl.edu.