

Overview

This instruction guide is for Requestors who have the role UF_N_MKT_REQUESTOR. Shoppers may complete a requisition with this guide, and must assign it to a requestor to place the order. If you are a requestor, use this instruction guide to complete a requisition in myUF Marketplace, either after completing the cart or having it assigned to you by a Shopper. Click the **Proceed to Checkout** button on the top right corner of the cart, to complete required information such as Shipping, Billing, Business Purpose, PO Business Unit, ChartFields, any attachments and a Customer number for certain suppliers. If processing a form or non-catalog item, a Commodity Code will be needed. Internal Notes and External Notes may also be completed; external notes go to the supplier. Place the order using the **Place Order** button at the top.

Access myUF Marketplace by:

Navigating to <http://my.ufl.edu/> and logging in with your Gatorlink username and password.

a. Click **Nav bar > Main Menu > My Self Service > myUF Marketplace**

Reference: Click a Link Below to Jump to the Topic:

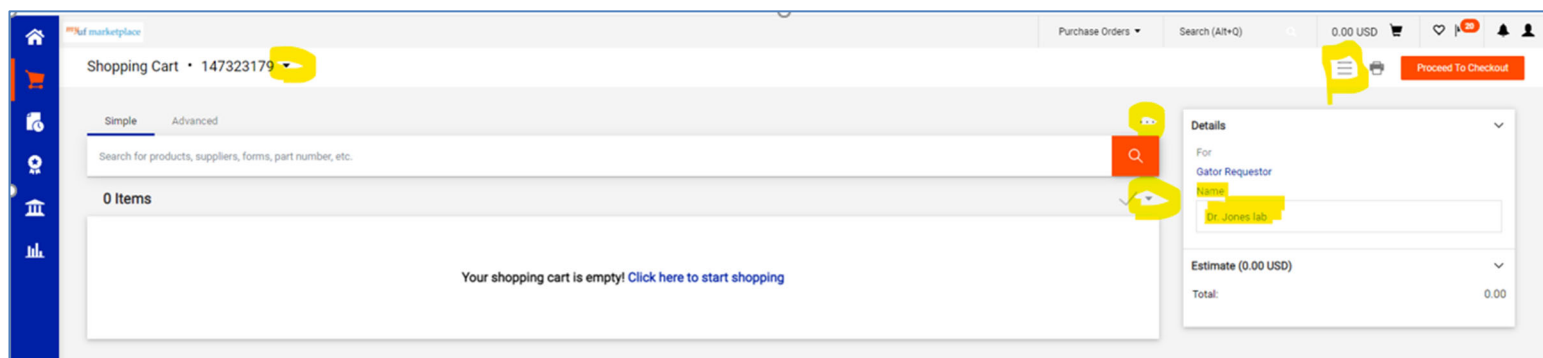
| | |
|---|----|
| To View your Current Cart | 2 |
| To start Shopping/Searching Within a Cart (New) | 2 |
| To Shop While on the Home Page | 3 |
| To Add a Commodity Code..... | 4 |
| To use Cart Actions such as Removing a Line | 5 |
| To View All Your Carts..... | 5 |
| To Assign Your Cart to a Requestor | 6 |
| To Unassign an Assigned Cart | 7 |
| To Move to Requisition Screen..... | 8 |
| To View Different Sections of the Requisitions..... | 8 |
| To View the List of Incomplete/Required Items to Complete Before Submitting | 9 |
| Entering a Ship To Address | 10 |
| Entering a Bill To Address..... | 13 |
| To Add an Internal/External Note and Attachment (such as Quotes) | 14 |
| To Add/Edit ChartFields..... | 14 |
| To Add/Edit Split Distribution ChartFields..... | 15 |
| To Use Saved ChartFields Strings | 16 |
| To Copy Splits to Other Lines | 17 |
| To Enter a Customer Number..... | 18 |
| To Preview Requisition Workflow Approval Steps..... | 19 |
| To Submit the Order | 19 |
| To Find the Status of Your Requisition | 20 |
| To Find the Status of Your Purchase Order | 21 |

To View your Current Cart

1. Click the Cart Icon or dollar amount in USD on the top-right to view your current cart.
2. Click the **View My Cart** button in the fly out box.

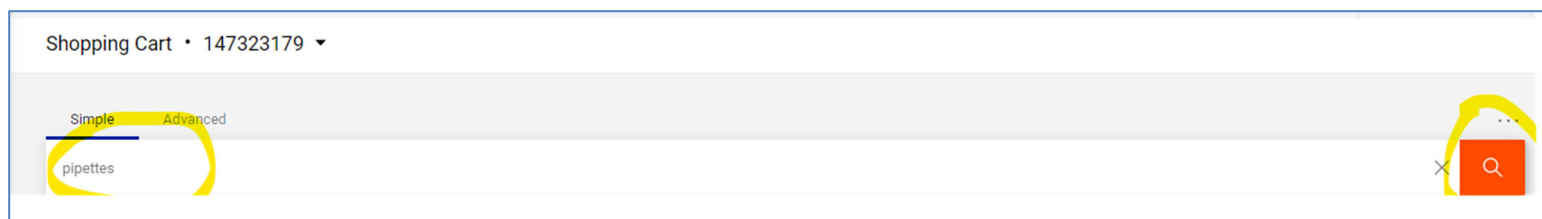
Before you shop, name the cart by clicking on the Name box on the right and giving it a meaningful name so you can find the cart again. The name will automatically save.

For any actions needed on the cart, click on the small black arrows, on the three dots ... on a pencil to edit, or on the stack of papers icon.

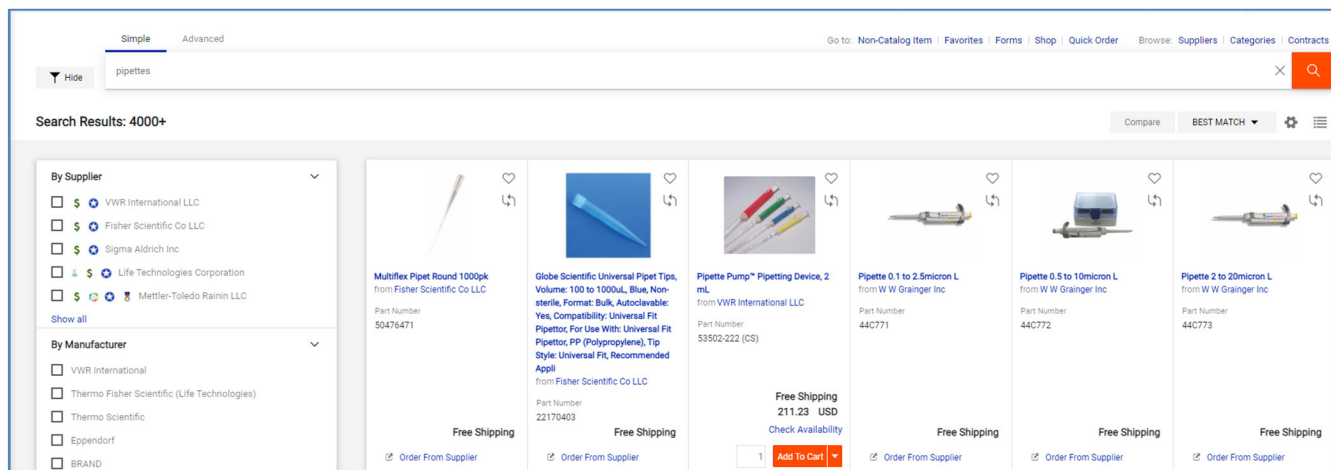


To start Shopping/Searching Within a Cart (New)

You may enter your product in the search bar within the cart and click the magnifying glass. This will search most of the punchout and catalogs in myUF Marketplace.



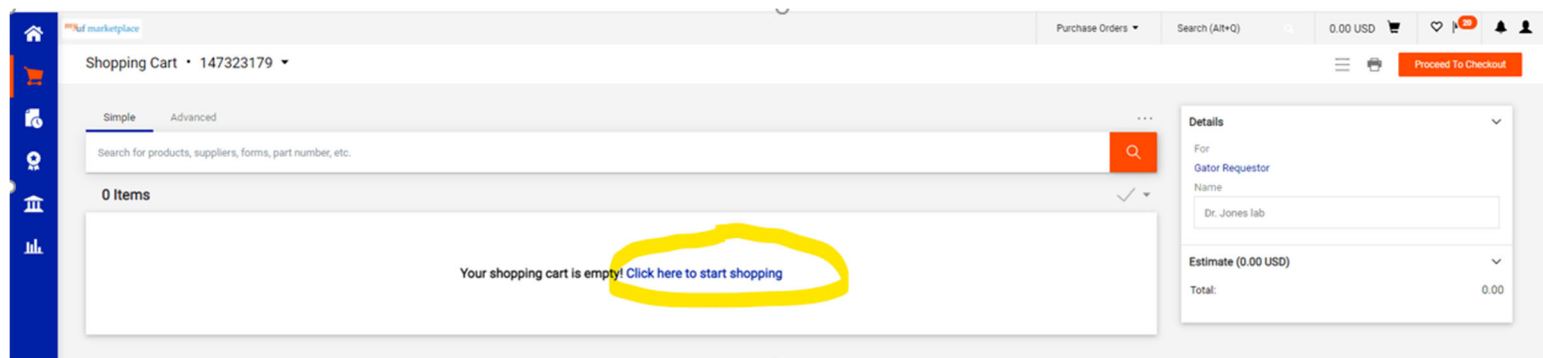
It will give you recommendations, however, **click on the magnifying glass** to get the full results:



Click on Add to Cart to add to your cart, or on Order from Supplier to view the punchout with the item.

Completing a Requisition in myUF Marketplace

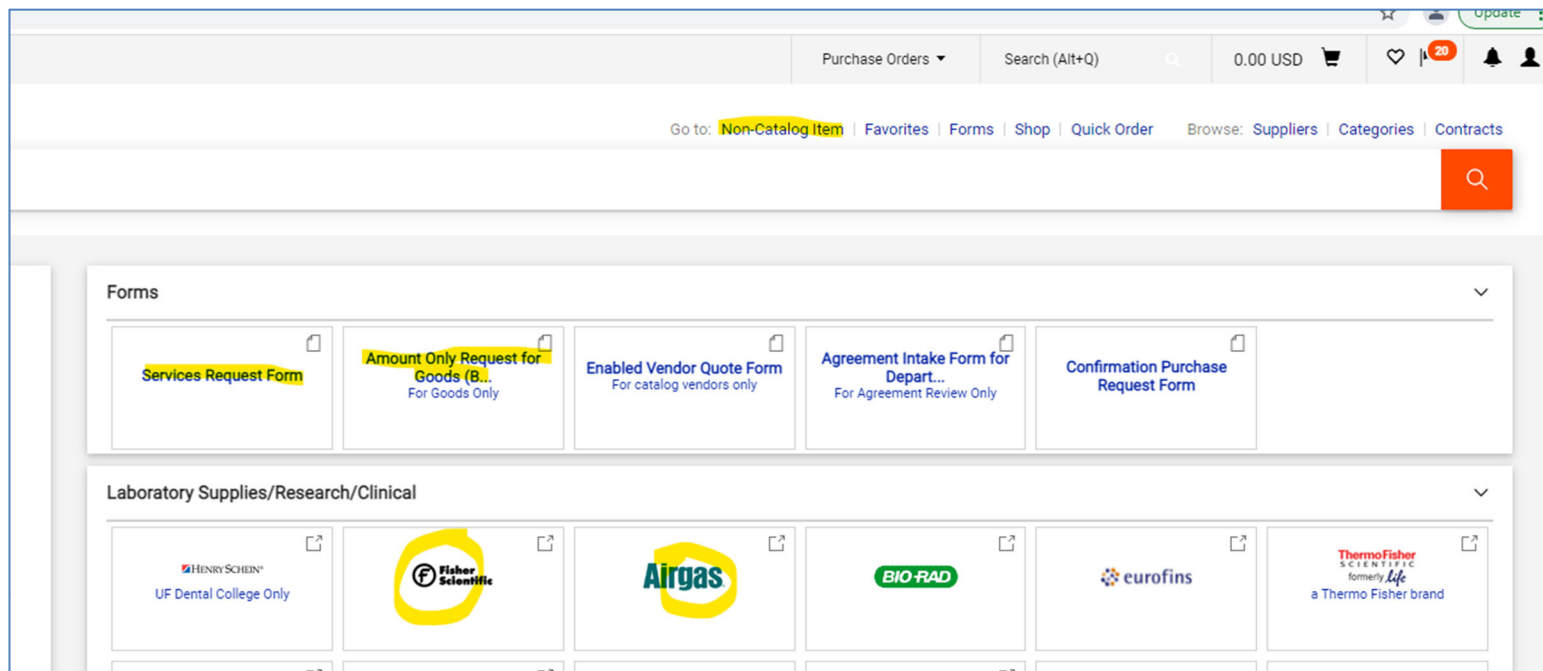
To use other shopping options, you may also click in the middle of the cart on [Click here to start shopping](#) to return to the myUF Marketplace Shopping Home Page:



To Shop While on the Home Page

You may shop by:

- Using the **tiles** to go to the punchouts and catalogs available from suppliers such as Fisher or POSS
- Using **forms** at the top for non punchout/catalog (Enabled) vendors for Services or Amount Only.
- Clicking on the **Non Catalog Item** link way at the top to purchase items not in punchouts/catalogs



Completing a Requisition in myUF Marketplace

Shortcut: You may select one of these methods of shopping within your cart by click the three dots ... above the magnifying glass in the search bar.

Shopping Cart • 148364756 ▾

Simple Advanced

Search for products, suppliers, forms, part number, etc.

0 Items

Your shopping cart is empty! [Click here to start shopping](#)

Go to:

- Non-Catalog Item
- Favorites
- Forms
- Shop
- Quick Order

Browse:

- Suppliers
- Categories
- Contracts

External Notes and Attachments

Note to all Suppliers *no value*

Attachments for all suppliers [Add](#)

Draft

✖ Correct these issues.
You are unable to proceed until addressed.

Required: Commodity Code (Line 1)

To Add a Commodity Code

1. Certain forms include Commodity Code instructions in the instructions -- please read!
2. Use the instruction guide, "Searching for Commodity Codes," to help with selection.
3. You may also go to the [Procurement Website](#) to see a list of Commodity Codes and the Procurement Agents' team that works in that commodity area.

Edit Line 1: Item Details

| Item | Description | Price | Quantity |
|------|--------------------------|----------------|----------|
| 1 | Platters for study group | 7654 EA (Each) | 18.00 |
| 3 | EA (Each) | | 54.00 |

Contract: [Select price or contract...](#)

Commodity Code *

Required

Internal Note

External Note

Quote

No Value

1000 characters remaining expand clear

1000 characters remaining expand clear

★ Required fields

Save Cancel

Completing a Requisition in myUF Marketplace

To use Cart Actions such as Removing a Line

Once you have added needed items to your cart, whether it is punchout/catalog items or forms, you may perform any of the following actions in your cart, for example:

- Change supplier
- Remove items

Check the checkbox of the lines affected, then click on the black arrow above:

Shopping Cart • 147323179

Simple Advanced

Search for products, suppliers, forms, part number, etc.

3 Items

Publix Super Markets Inc • 3 Items • 54.00 USD

SUPPLIER DETAILS

| Item | Catalog No. | Size/Packaging | Unit Price | Quantity | Ext. Price |
|-----------------------------|-------------|----------------|------------|-------------|------------|
| 1 Platters for study group | 7654 | EA (Each) | 18.00 | 3 EA (Each) | 54.00 |

ITEM DETAILS

Actions menu:

- Add to Draft Cart
- Add to Favorites
- Remove Selected Items
- Change Supplier
- Change Commodity Code

To View All Your Carts

To view all your other carts, quickly return a cart or create a new cart, for example, click the black arrow at the top left near the new cart/requisition number:

Shopping Cart • 125746678

Simple Advanced

Search for products, suppliers, forms,

1 Item

Airgas Inc • 1 Item • 13.64 USD

SUPPLIER DETAILS

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 11/11/2019 7:41:00 AM

- Industrial Grade Nitrogen, Size 200 Cylinder, CGA-580

| Item | Catalog No. | Size/Packaging | Unit Price | Quantity | Ext. Price |
|--|-------------|----------------|------------|------------------|------------|
| 1 Industrial Grade Nitrogen, Size 200 Cylinder, CGA-580 | NI 200 | CYL (Cylinder) | 13.64 | 1 CYL (Cylinder) | 13.64 |

ITEM DETAILS

Contract

Airgas_Eandl

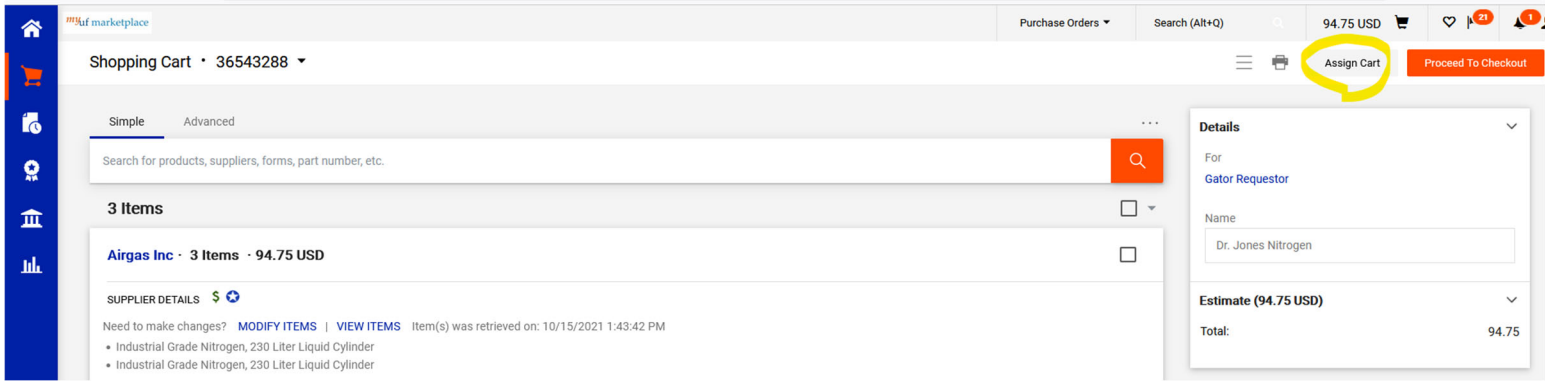
Actions menu:

- Return Cart
- Empty Cart
- Create New Cart
- View Carts
- View Cart history

Completing a Requisition in myUF Marketplace

To Assign Your Cart to a Requestor

1. To assign your cart to a requestor, click the Assign Cart gray button on the top right of the cart:



2. Click the Search button to find your requestor:

Assign Cart: User Search

Assign Cart To:

no value

SELECT or SEARCH

Note To Assignee:

Assign

Close

3. Enter last name and first name or email and click Search:

User Search

Last Name

wood

First Name

theresa

User Name

Email

Role

Results Per Page

10

Search

Close

Completing a Requisition in myUF Marketplace

- Click the plus + button to select the requestor:

User Search

New Search

| Name ^ | User Name | Email | Phone | Action |
|---------------|-----------|----------------|-----------------|--------|
| Wood, Theresa | 16366167 | woodth@ufl.edu | +1 352-294-1150 | + |

Close

- You may add a note and check the box to save this requestor in your profile for the future. Next time you can just click on Select to select her name. Click Assign and the cart will move to the requestor's queue.

Assign Cart: User Search

Assign Cart To: Wood, Theresa
SELECT or SEARCH

Add to Profile ☒

Note To Assignee:
Please call me if you have questions 294-1164.
Thank you,
Marcella

Assign Close

To Unassign an Assigned Cart

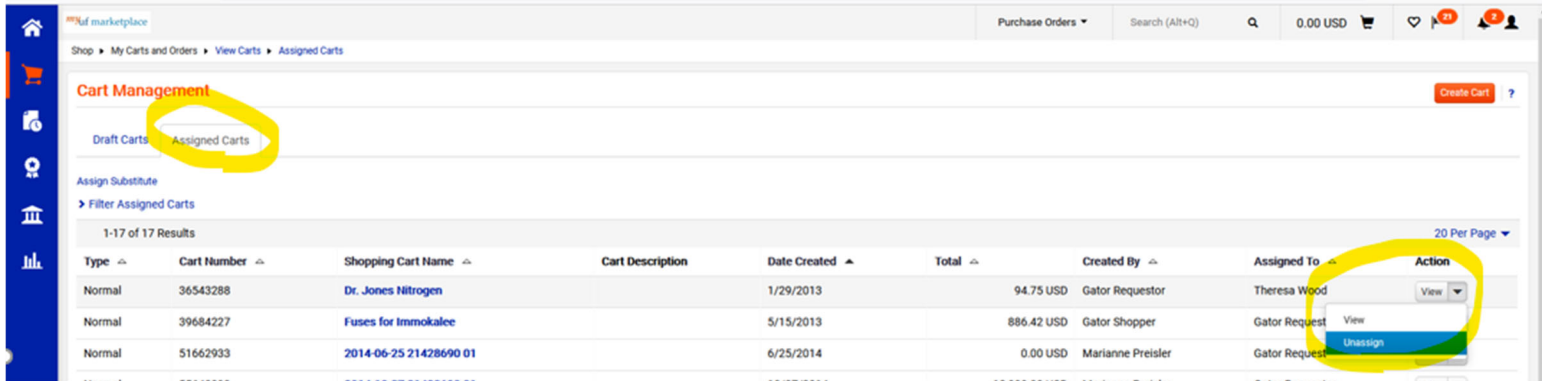
- You can withdraw an assigned cart by going to your Orders icon > My Carts and Orders > View Carts

myUF marketplace

- Shop (Alt+P)
- Shopping
- My Carts and Orders
 - Open My Active Shopping Cart
 - View Carts
 - View My View Carts (last 90 Days)

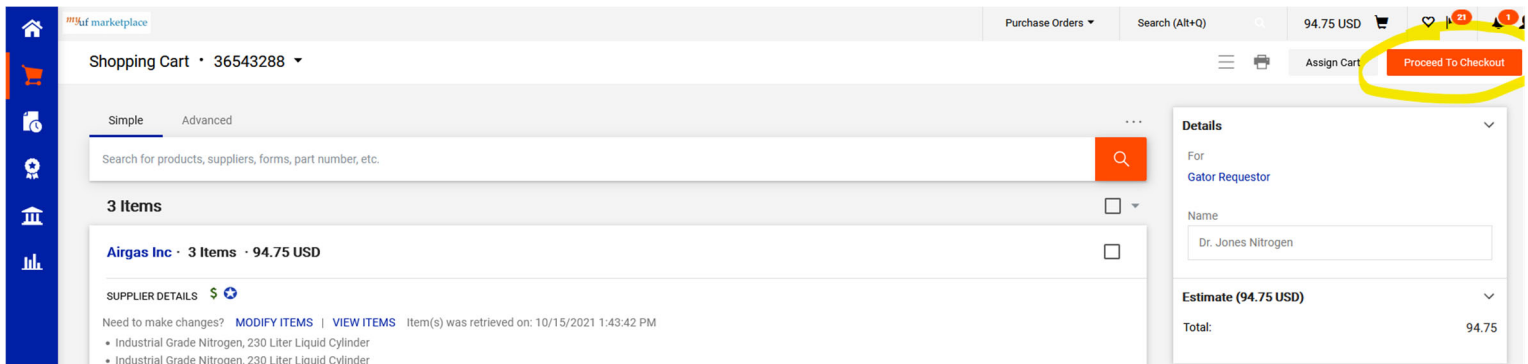
Completing a Requisition in myUF Marketplace

- Click on the Assigned Carts link, then click on the down arrow next to your assigned requisition, then select **Unassign** to remove from your requestor's queue:



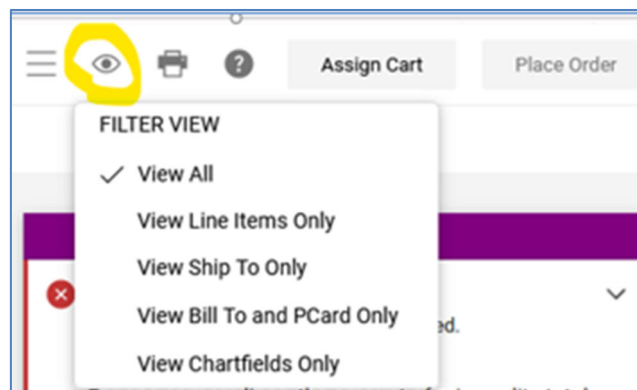
To Move to Requisition Screen

- To process a cart as a requisition, click the **Proceed to Checkout** button at the top:



To View Different Sections of the Requisitions

- To view different sections of the requisition, click on the **eyeball icon** on the top right of the screen, then select which view you would prefer to see:



Completing a Requisition in myUF Marketplace

To View the List of Incomplete/Required Items to Complete Before Submitting

1. The system will display a sidebar on the right that will show a list of what needs to be completed before the requisition can be submitted.

The screenshot shows the 'myUF marketplace' interface for a requisition with ID 147323179. The page is in 'Draft' status. A sidebar on the right, titled 'Draft', contains a message: 'Correct these issues. You are unable to proceed until addressed.' Below this message is a list of required items: 'Required: Business Purpose', 'Required: Dept Id', 'Required: Fund', 'Required: Program', 'Required: Account', and 'Required: Budget Reference'. The total amount is \$54.00 USD. The main content area shows 'Cart Information' and 'Ship To' details.

Shortcut: If you click right on the link of the item that needs to be completed, it will open it for you. For example, if you click on Required Business Purpose, the screen will display it for you. (Don't forget to scroll down.)


The screenshot shows the 'Edit Ship To' form. The 'Business Purpose' field is highlighted with a yellow oval. The field is currently empty and has a red 'Required' indicator below it. The form also displays a list of shipping addresses, including 'Dr. Jones lab', 'BASIC SCIENCE', 'CHEMISTRY STOCKROOM', 'Dr. Jones', 'ELMORE HALL FOR ADMIN SERVICES', 'research way', and 'Rolf's'. The 'Delivery Options' section includes fields for 'Owner Phone', 'Requested Delivery/Due Date', and 'Business Purpose'.


Entering a Ship To Address

Click the **Pencil icon** to edit the Ship To or any section:

Requisition • 147323179 ▾

Summary
PO Preview
Comments
Attachments
History

Cart Information
 ...

Ship To
 ...

Cart Name
Dr. Jones lab

Description
no value

Priority
Normal

Prepared by
Gator Requestor

Prepared for
Gator Requestor

Payment Handling Code
no value

Payment Handling Justification
no value

Payment Message
no value

Ship To

Ship To

Attn: Gator Requestor
Room/Area: Room 1104
1225 CENTER DR
GAINESVILLE, FL 32610
United States

Delivery Options

Owner Phone

Requested Delivery/Due Date
no value

Business Purpose
no value
✖ Required

Purchasing Use Only

Completing a Requisition in myUF Marketplace

To select a Ship To address where your items will be delivered, scroll down within the open box and:

1. Search for the building address where the items will be delivered. This address will be used by a delivery truck including Fedex, UPS, or supplier deliveries. Street addresses are official UF Facilities locations. Search by building name or the number in the street address using the **Nick Name/Address Text** box. For example, for Elmore Hall, enter “Elmore” or “971” as part of the street address 971 Elmore Drive.
2. The system will display matches; just click on one to select.

Edit Ship To

Ship To ★

CURRENT ADDRESS

Attn: * Gator Requestor ☐ Add to my addresses

Room/Area: Room 1104

Address Line 1 1225 CENTER DR

City GAINESVILLE

State FL

Zip Code 32610

Country United States

ELMORE HALL FOR ADMIN SERVICES - Gator Requestor, [Room/Area], 971 ELMORE DR, GAINESVILLE, FL 32611, United States

FAC MAINT ANNEX - Gator Requestor, [Room/Area], 994 ELMORE DR, GAINESVILLE, FL 32611, United States

UF New Surplus Warehouse - Gator Requestor, [Room/Area], 976 Elmore Dr, Gainesville, FL 32611, United States

☐ **Rolls** - Rachel White, [Room/Area], 341 BUCKMAN DR, GAINESVILLE, FL 32611, United States

Elmore X Q Results Per Page 10 ▼

Delivery Options

Owner Phone

Requested Delivery/Due Date

★ Required fields

Save **Close**

If you do not find the street address needed, please email procurement@ufl.edu.

Edit Ship To

Ship To

☐ Current Address – Gator Requestor, Room 1104, 1225 CENTER DR, GAINESVILLE, FL 32610, United States

☐ Dr. Jones lab – Gator Requestor, Room 1104, 1225 CENTER DR, GAINESVILLE, FL 32610, United States

☐ Dr. Jones – Dr. Jones, Room 2B, 1104 Newell Drive, GAINESVILLE, FL 32610, United States

☐ Rolfs – Raichel White, [Room/Area], 341 BUCKMAN DR, GAINESVILLE, FL 32611, United States

☒ **ELMORE HALL FOR ADMIN SERVICES**

Attn: *

Gator Requestor

☒ Add to my addresses

Room/Area:

Room 208

Nickname *

Theresa's Room

Address Line 1

971 ELMORE DR

City

GAINESVILLE

State

FL

Zip Code

32611

Country

United States

Make default

☐

ELMORE HALL FOR ADMIN SER...

Results Per Page

10

< 1 of 1 >

The Ship To is now saved:

Ship To

Ship To

Attn: Gator Requestor

Room/Area: Room 208

971 ELMORE DR

GAINESVILLE, FL 32611

United States

Entering a Bill To Address

Click on the pencil icon or on the Correct These Issues link on the right-hand side:

Bill To and PCard

Bill To

no address

Required

Draft

Correct these issues. You are unable to proceed until addressed.

Required: Business Purpose

Required: Billing address

Required: Dept Id

Required: Fund

Required: Program

Enter the Bill To address needed; please keep in mind the university Bill To is UF Accounts Payable EDM. Please search by "Scranton" for Scranton, NJ where the university's digital mailroom is and receives invoices from suppliers.

Edit Bill To And PCard

Bill To ★

UF Accounts Payable EDM - Gator Requestor, PO Box 3357, Scranton, PA 18505, United States

scranton

Results Per Page 10

★ Required fields

Save Close

From here you may change the Attn field, Add it to your addresses and give it a nickname. Shortcut: You may also make it your default Bill To for all future requisitions.

Edit Bill To And PCard

Bill To ★

No address assigned

UF Accounts Payable EDM

Attn: Gator Requestor

Address Line 1 PO Box 3357

City Scranton

State PA

Zip Code 18505

Country United States

Nickname

Make default

Default billing

UF Accounts Payable EDM

Results Per Page 10

★ Required fields

Save Close

To Add an Internal/External Note and Attachment (such as Quotes)

When you get quotes from suppliers (Per [Procurement Directives](#), for a PO from \$10,000 and above you need three quotes unless you are using a Contract Vendor. Contract Vendors have a dollar sign by them.) Add a note by clicking on either **Pencil icon**; upload your three quotes to **Internal Notes and Attachments** by scrolling down and clicking on **Add**:

Internal Notes and Attachments do not go to the Supplier; External Notes and Attachments are on the PO to the supplier. Procurement Agents will move the attachment for the supplier to the External Attachments. You may drag an attachment from an email or your desktop and drop it into the Attachments folder:

To Add/Edit ChartFields

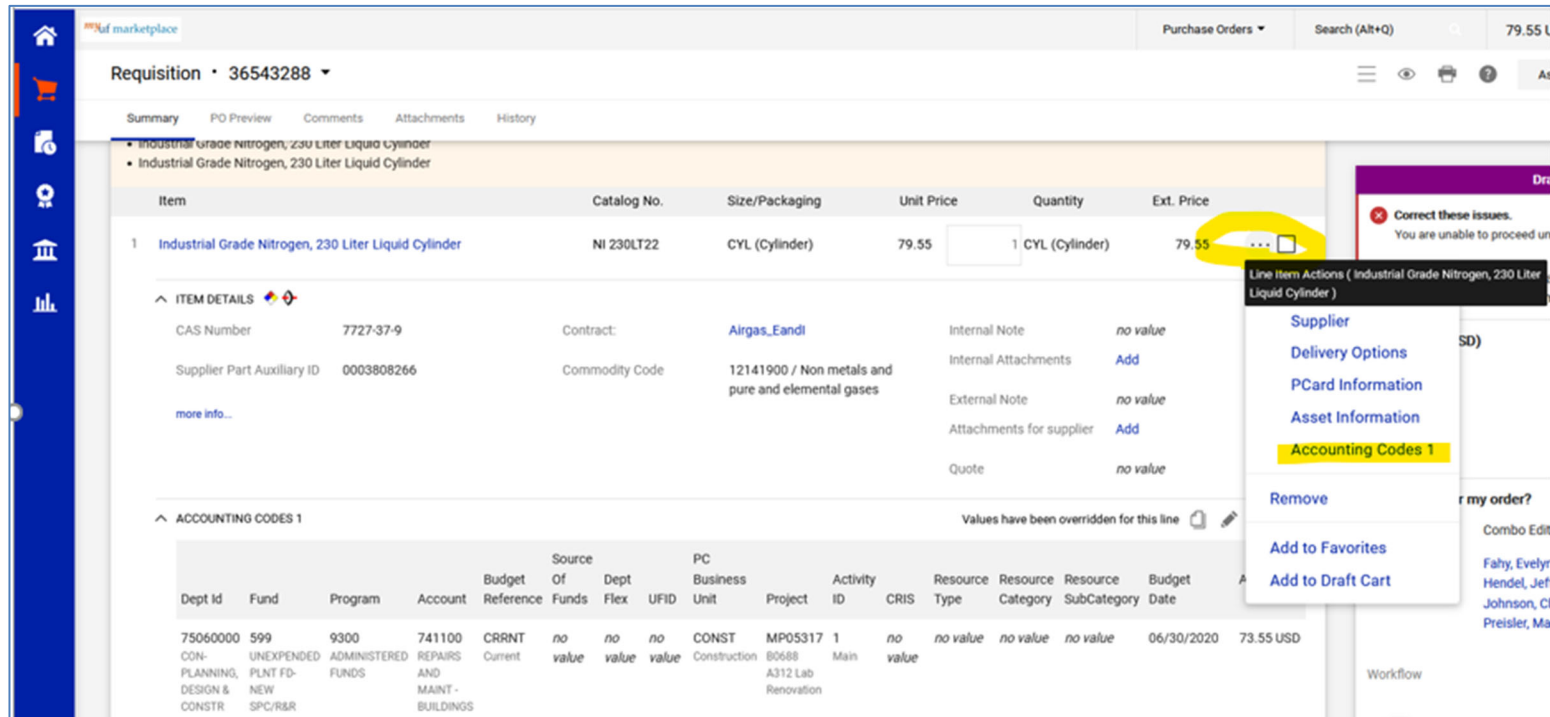
Click the **pencil icon** or the incomplete items in the list on the right:

| Dept Id | Fund | Program | Account | Budget Reference | Source Of Funds | Dept Flex | UFID | PC Business Unit | Project | Activity ID | CRIS | Resource Type | Resource Category | Resource SubCategory | Budget Date |
|----------|----------|----------|----------|------------------|-----------------|-----------|----------|------------------|----------|-------------|----------|---------------|-------------------|----------------------|-------------|
| no value | no value | no value | no value | no value | no value | no value | no value | no value | no value | no value | no value | no value | no value | no value | no value |
| Required | Required | Required | Required | Required | | | | | | | | | | | |

Completing a Requisition in myUF Marketplace

To Add/Edit Split Distribution ChartFields

Scroll down to the **line** where you would like to add splits, and click on the three dots ... **on the right side of the price** to open the options box. Click on **Accounting Codes 1** to open the ChartFields:



Requisition • 36543288

Summary PO Preview Comments Attachments History

- Industrial Grade Nitrogen, 230 Liter Liquid Cylinder
- Industrial Grade Nitrogen, 230 Liter Liquid Cylinder

| Item | Catalog No. | Size/Packaging | Unit Price | Quantity | Ext. Price |
|--|-------------|----------------|------------|------------------|------------|
| 1 Industrial Grade Nitrogen, 230 Liter Liquid Cylinder | NI 230LT22 | CYL (Cylinder) | 79.55 | 1 CYL (Cylinder) | 79.55 |

ITEM DETAILS

CAS Number 7727-37-9 Contract: Airgas_Eandl Internal Note no value

Supplier Part Auxiliary ID 0003808266 Commodity Code 12141900 / Non metals and pure and elemental gases Internal Attachments Add

External Note no value Attachments for supplier Add

Quote no value

ACCOUNTING CODES 1

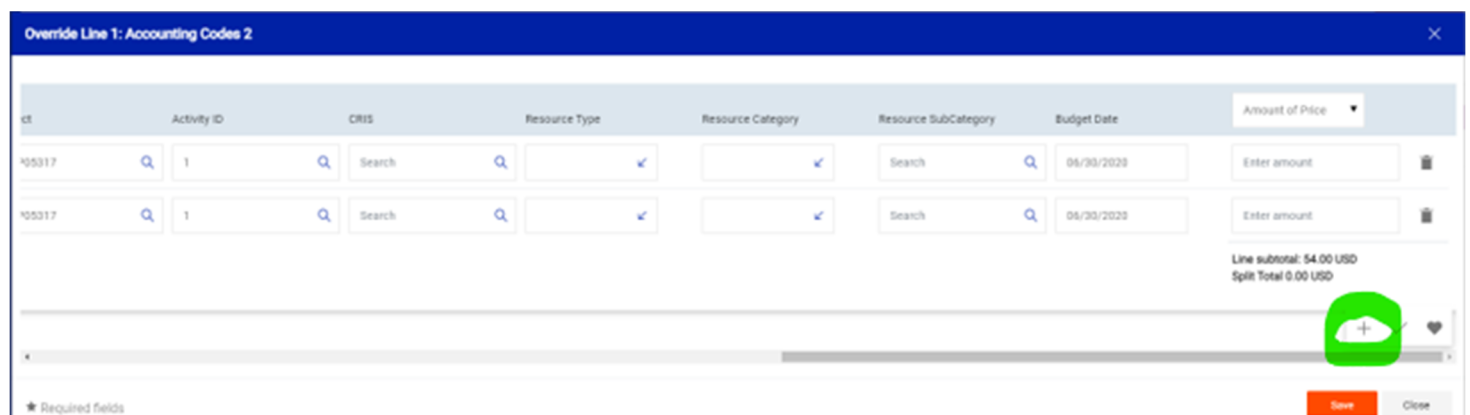
Values have been overridden for this line

| Dept Id | Fund | Program | Account | Budget Reference | Source Of Funds | Dept Flex | UFID | PC Business Unit | Project | Activity ID | CRIS | Resource Type | Resource Category | Resource SubCategory | Budget Date | Amount |
|--|------|---------|---------|------------------|-----------------|-----------|----------|------------------|---------|-------------|----------|---------------|-------------------|----------------------|-------------|-----------|
| 75060000 | 599 | 9300 | 741100 | CRRNT | no value | no value | no value | CONST | MP05317 | 1 | no value | no value | no value | no value | 06/30/2020 | 73.55 USD |
| CON- PLANNING, DESIGN & CONSTR UNEXPENDED PLNT FD- NEW SPC/R&R ADMINISTERED FUNDS REPAIRS AND MAINT- BUILDINGS | | | | | | | | | | | | | | | | |

Line Item Actions (Industrial Grade Nitrogen, 230 Liter Liquid Cylinder)

- Supplier
- Delivery Options
- PCard Information
- Asset Information
- Accounting Codes 1**
- Remove
- Add to Favorites
- Add to Draft Cart

Scroll to the right and use the plus + sign to add a split. If you do not see a plus + sign hover your mouse around the lower right corner above the bottom scroll bar and it will appear:



Override Line 1: Accounting Codes 2

| ct | Activity ID | CRIS | Resource Type | Resource Category | Resource SubCategory | Budget Date | Amount of Price |
|--------|-------------|--------|---------------|-------------------|----------------------|-------------|-----------------|
| 105017 | 1 | Search | | | Search | 06/30/2020 | Enter amount |
| 105017 | 1 | Search | | | Search | 06/30/2020 | Enter amount |

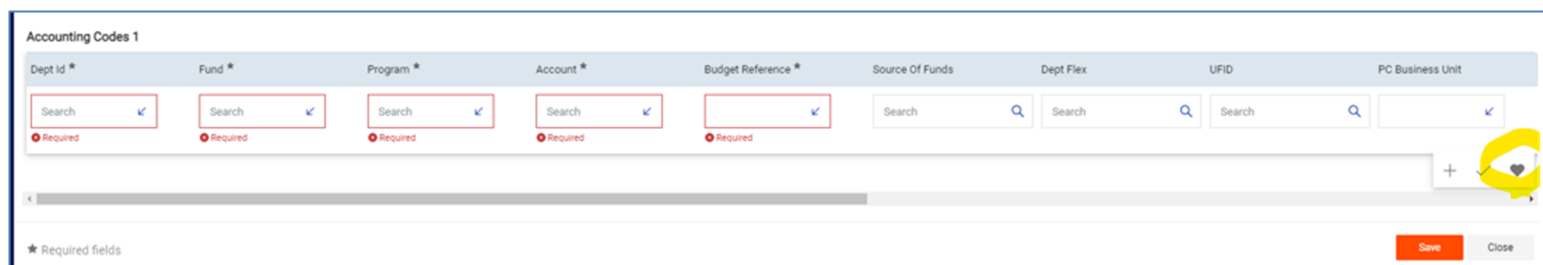
Line subtotal: 54.00 USD
Split Total 0.00 USD

Save Close

Shortcut: Some ChartFields may be completed with default values from the User Profile. Please use the instruction guide, “Setting up Your User Profile” to set up not only ChartField strings, but Ship To, Bill To and other defaults or saved options for requisitions.

To Use Saved ChartFields Strings

When you mouse over the ChartFields open string, look for options on the bottom right corner. A heart will indicate you have saved ChartFields strings in your User Profile, or Code Favorites.



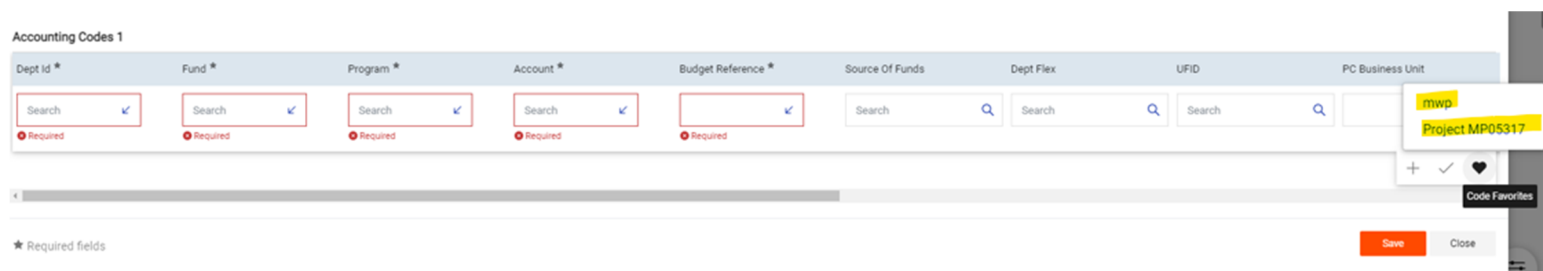
Accounting Codes 1

| Dept Id * | Fund * | Program * | Account * | Budget Reference * | Source Of Funds | Dept Flex | UFID | PC Business Unit |
|-----------|--------|-----------|-----------|--------------------|-----------------|-----------|--------|------------------|
| Search | Search | Search | Search | | Search | Search | Search | |
| | | | | | | | | |

★ Required fields

Save Close

Click the heart to see these:



Accounting Codes 1

| Dept Id * | Fund * | Program * | Account * | Budget Reference * | Source Of Funds | Dept Flex | UFID | PC Business Unit |
|-----------|--------|-----------|-----------|--------------------|-----------------|-----------|--------|------------------|
| Search | Search | Search | Search | | Search | Search | Search | |
| | | | | | | | | |

★ Required fields

Save Close

mwp
Project MP05317

Code Favorites

Click on the saved options to complete the ChartField string, or enter each ChartField by hand, then click save.

To Copy Splits to Other Lines

If you have other lines that need the same split distributions, after the splits are saved, look for the Values have been overridden for this line and the stacked paper icon. Click on the stacked papers icon to open the Copy to Other Lines box:

Requisition • 36543288 ▾

Summary PO Preview Comments Attachments History

• Industrial Grade Nitrogen, 230 Liter Liquid Cylinder

| Item | Catalog No. | Size/Packaging | Unit Price | Quantity | Ext. Price |
|--|-------------|----------------|------------|------------------|------------|
| 1 Industrial Grade Nitrogen, 230 Liter Liquid Cylinder | NI 230LT22 | CYL (Cylinder) | 79.55 | 1 CYL (Cylinder) | 79.55 |

ITEM DETAILS

CAS Number 7727-37-9 Contract: Airgas_Eandl Internal Note no value

Supplier Part Auxiliary ID 0003808266 Commodity Code 12141900 / Non metals and pure and elemental gases Internal Attachments Add

more info... External Note no value

Attachments for supplier Add

Quote no value

ACCOUNTING CODES 1

Values have been overridden for this line

| Dept Id | Fund | Program | Account | Budget Reference | Source Of Funds | Dept Flex | UFID | PC Business Unit | Project | Activity ID | CRIS | Resource Type | Resource Category | Resource SubCategory | Budget Date | Amount of Price |
|---|------|---------|---------|------------------|-----------------|-----------|----------|------------------|----------|-------------|----------|---------------|-------------------|----------------------|-------------|-----------------|
| 75060000 | 599 | 9300 | 741100 | CRRNT | no value | no value | no value | CONST | MP05317 | 1 | no value | no value | no value | no value | 06/30/2020 | 73.55 USD |
| CON- PLANNING, DESIGN & CONSTR PLNT FD- NEW SPC/R&R MAINT- BUILDINGS | | | | | | | | | | | | | | | | |
| 75060000 | 101 | 1100 | 741100 | CRRNT | no value | no value | no value | no value | no value | no value | no value | no value | no value | no value | 06/30/2020 | 6.00 USD |
| CON- PLANNING, DESIGN & CONSTR E&G-GEN REV - MAIN CAMPUS INSTRUCTION MAINT- BUILDINGS | | | | | | | | | | | | | | | | |

Then select which lines should receive the same splits by checking that line's checkbox, then click Copy:

Copy To Other Lines: Accounting Codes 1

Airgas Inc

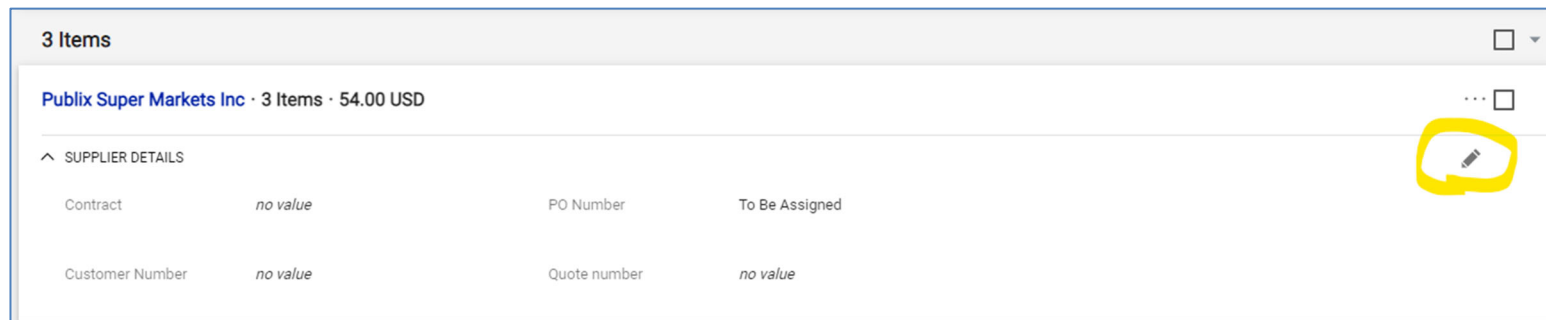
| Item | Catalog No. | Size/Packaging | Unit Price | Quantity | Ext. Price |
|---|---------------|----------------|------------|------------------|------------|
| 2 Industrial Grade Nitrogen, 230 Liter Liquid Cylinder | CY-NI 230LT22 | CYL (Cylinder) | 0.00 | 1 CYL (Cylinder) | 0.00 |
| 3 Industrial Grade Oxygen, Size 200 High Pressure Steel Cylinder, CGA-540 | OX 200 | CYL (Cylinder) | 15.20 | 1 CYL (Cylinder) | 15.20 |

Copy Close

For this example, line 3 now has the same splits as line 1.

To Enter a Customer Number

To enter a Customer Number (Patterson Vet requires it), scroll down to Supplier Details and click **the pencil icon** on the right to open the box:



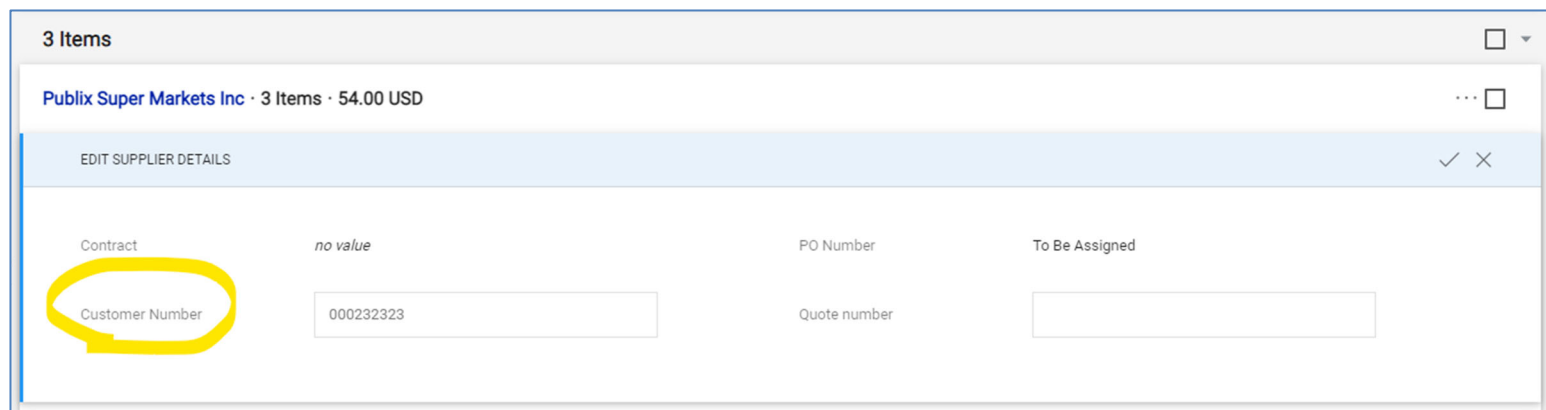
3 Items

Publix Super Markets Inc · 3 Items · 54.00 USD

^ SUPPLIER DETAILS

| | | | |
|-----------------|----------|--------------|----------------|
| Contract | no value | PO Number | To Be Assigned |
| Customer Number | no value | Quote number | no value |

There you may enter your Customer number and click the checkbox on the right to save it.



3 Items

Publix Super Markets Inc · 3 Items · 54.00 USD

EDIT SUPPLIER DETAILS

| | | | |
|-----------------|-----------|--------------|----------------|
| Contract | no value | PO Number | To Be Assigned |
| Customer Number | 000232323 | Quote number | |

Completing a Requisition in myUF Marketplace

To Preview Requisition Workflow Approval Steps

Look at the sidebar at What's Next for my Order? Then click the Approval Step link to see the approvers:

The screenshot shows a 'Draft' requisition with a total of 54.00 USD. Below the totals, there is a section titled 'What's next for my order?' which includes a 'Next Step' of 'Combo Edit Validation' and a list of 'Approvers': Fahy, Evelyn; Hendel, Jeffrey; Johnson, Chantal; and Preisler, Marianne. A 'Workflow' section shows a sequence of steps: Draft (Active, Gator Requestor), Combo Edit Validation (Future), Financial Approval (Future), Budget Validation (Future), Buyer Sourcing (Future), and Meeting Event and Food (Future). The 'Meeting Event and Food' step is highlighted with a yellow circle, and the contact information for Elisabeth Eubanks (eeubanks@ufl.edu, +1 352-294-1165) is also circled in yellow.

To Submit the Order

Click the **Place Order** button to place the order:

The screenshot shows the top navigation bar of the myUF Marketplace interface. It includes a 'Purchase Orders' dropdown, a search bar, a shopping cart icon with a '54.00 USD' total, and a 'Place Order' button highlighted with a yellow circle. Below the navigation bar, a 'Draft' requisition summary is visible, showing a total of 54.00 USD and a subtotal of 54.00.

To Find the Status of Your Requisition

The system will show as **Pending**, with a red dot near the Approver Step and the word Active:

The screenshot displays a requisition status page. At the top, a blue header bar indicates the status is "Pending". Below this, a summary section shows the "Total (111,031.50 USD)" and a "Subtotal" of 111,031.50. The main section, titled "What's next?", shows a vertical workflow diagram. The steps in the workflow are: Submitted (9/3/2021 5:07 PM, Brian Giunta), Combo Edit Validation (Completed), Financial Approval (Active, highlighted with a red dot and a yellow oval), Budget Validation (Future), Buyer Sourcing (Future), Create PO (Future), and Finish (Future). Each step has a corresponding icon (checkmark or circle) and a status indicator (Active, Completed, or Future).

Once it gets to Finish, it will be a purchase order.

To Find the Status of Your Purchase Order

In the PO, view the sidebar as well for workflow and associated requisitions, change orders, and invoices.

Pending

Details >

Total (41,000.00 USD) >

Related Documents v

- Requisitions: 145888980
- Change Requests: 148292507
- Change Requests: 148045067
- Invoices: V0589618
- Invoices: V0602062
- Invoices: V0615961
- Invoices: V0629906
- Invoices: V0627851

What's next? v

Workflow Status ● Pending

Workflow

- Submitted**
7/2/2021 11:03 AM
Brittany Powell
- Flag for Declining Balance**
Completed
- Asset Management Approval** (highlighted)
Active
Deborah Strickland
- Revise PO**
Future
- PO Dispatch**
Future
- PO Export**
Future
- Finish**
9/2/2021 3:07 PM