

# [Approver's Guide to July 2009 myUF Market Upgrade]

The myUF Market system will be upgraded quarterly. Use this instruction guide for an at-a-glance quick look at a summary of new or enhanced features that will affect approvers. Refer to specific instruction guides to learn each new process. This instruction guide addresses the July 2009 upgrade. The next upgrade is scheduled for November 2009.

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To access myUF Market as an approver,

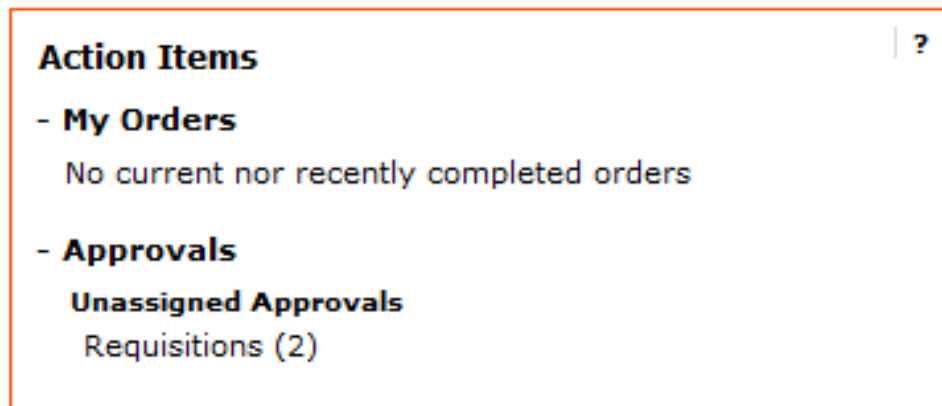
- ▶ Log on to **http://my.ufl.edu** using your Gator Link username and password
- ▶ Navigate to **eProcurement > myUF Market** with the role **UF\_N\_MKT\_Financial Approver**

## Enhanced Design of Home/Shop Page

- ▶ Cleaner design – more intuitive
- ▶ For more information on new shopping functionality, please refer to the “Shopper’s Guide to myUF Market Upgrade” instruction guide

## Action Items Panel Replaces Review Panel on Home/Shop Page

- ▶ Easily check **View Approvals** for status of requisitions waiting for approval



## Approvers May Now Return a Requisition (PR)

- ▶ New – Approvers now have the option to **return** a requisition rather than reject
  - ▶ Return a requisition to a requestor as an editable draft cart
  - ▶ Requires Approver add a ‘comment’ why a PR is being returned (see below)
  - ▶ Requestor may edit and resubmit easily into workflow
  - ▶ Requisition retains the same original requisition ID number



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Example of text in "Reason for Return" field

## Approvers May Add a Comment to Requisitions in Workflow

- ▶ New tab for **Comments**
- ▶ Comments may be entered by anyone viewing the requisition including Approvers
  - ▶ Comments feature will email selected recipients to receive copy of new comment
  - ▶ Reply To feature in Comments tab per comment
  - ▶ Comments copied to History page

## Requisition Workflow

- ▶ Finish Flag icon replaces the green complete check at the end of workflow diagram
- ▶ New symbol for returned requisitions – a green wraparound arrow
- ▶ New – **View Approvers** link in steps
  - ▶ Click to view the names and phone numbers of approvers for each step!
- ▶ New – **Comments** tab for approvers to add a comment to requisition



For further assistance, e-mail [myufmarket@ufl.edu](mailto:myufmarket@ufl.edu) or contact Purchasing Services at 392-1331 or visit <http://www.purchasing.ufl.edu/myufmarket>