

[Fixing a Rejected Requisition]

This instruction guide is designed to show how to identify a **rejected** requisition, find out why it was rejected, and how to fix it. Once a requisition has been submitted into workflow with the Place Order button, it cannot be edited. To fix a rejected requisition, copy the requisition to a new cart to edit. To learn the reason why the requisition was rejected, use the History page and read the Notes.

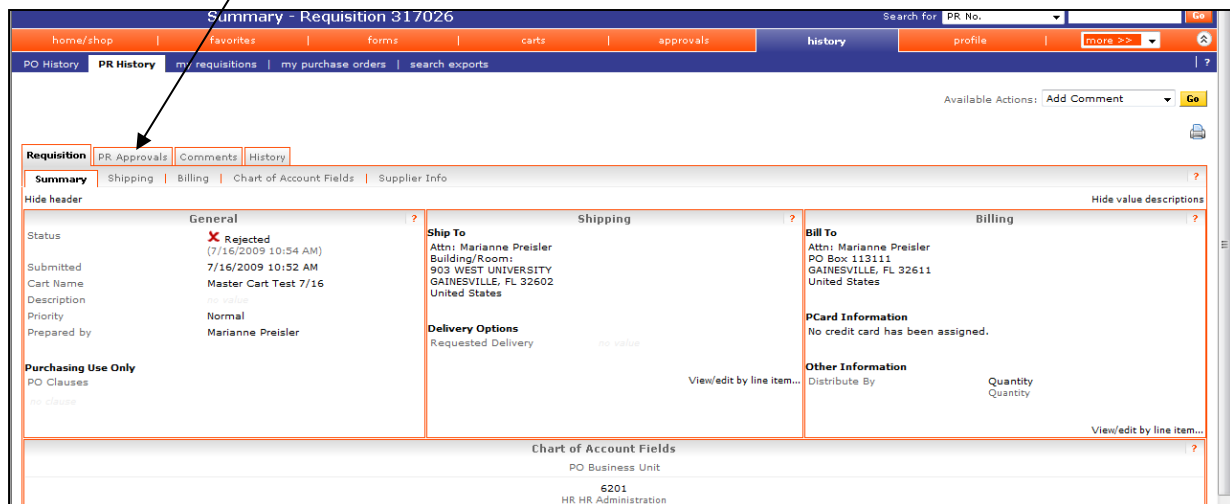
To access myUF Market as a requestor,

- ▶ Log on to **http://my.ufl.edu** using your Gator Link username and password
 - ▶ Navigate to eProcurement > myUF Market
 - ▶ Click **Carts > My Requisitions**
 - Note: The new **Action Items** panel on the Home/Shop page will **not** show Rejected with this upgrade. Make sure you sign up for e-mail notifications to receive an e-mail when a PR (purchasing requisition) is rejected.
- ▶ Requisitions with a **red X** beside them are rejected
 - ▶ Click the **Requisition number** to go to the requisition



Finding the Reason for Rejection

- ▶ Click the **PR Approval** tab



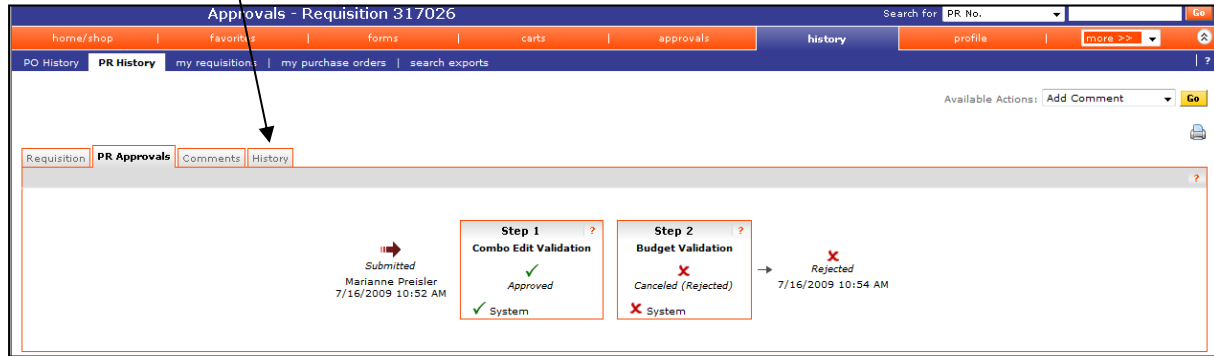
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- ▶ Study the approval workflow diagram to identify the step where the requisition was rejected – was it an approver or a system check? It will have the name of the approver in case you need to contact him or her
- ▶ Click the **History** tab



- ▶ Read it from the bottom up
- ▶ Look in the **Note** heading and read the reason for rejecting the requisition
- ▶ The system will reject a requisition because
 - ▶ The ChartFields entered did not pass combination edit validation
 - ▶ Budget check failed
 - ▶ Make sure you read the entire note – click on the more... link to view it in its entirety

No Budget Exists on Line 1, Schedule 1, Distribution Line 1.No Budget Exists on Line 2, Schedule 1, ... more...

- ▶ Approvers may
 - ▶ Reject an entire requisition
 - ▶ Reject a line in a requisition and approve the other lines
 - ▶ Add a note to the requestor in the system
 - ▶ Return a requisition (Note: A returned requisition will not display in the My Requisitions page but in the Draft Carts page in the new Returned Requisitions section at the top. Please refer to the instruction guide: “Working with Returned Requisitions”.)

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- ▶ To fix the requisition, you must copy it to a new cart to be able to edit
- ▶ From within the requisition:
 - ▶ Click the dropdown on the top-right corner
 - ▶ Select “Copy to a New Cart” and click the GO button
 - ▶ Process as a new cart, edit and resubmit as a new requisition
- ▶ The **History** page will record the new requisition and reference the original PR No.
- ▶ For assistance, e-mail myufmarket@ufl.edu or contact Purchasing Services at 392-1331 or visit <http://www.purchasing.ufl.edu/myufmarket>