

# [Requestor'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 requestors. 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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- ▶ Access myUF Market by navigating to <http://my.ufl.edu> and logging in with your Gatorlink username and password, and navigate to:
  - ▶ **eProcurement > myUF Market for UF\_N\_MKT\_Requestor**

## Enhanced Design of Home Page

- ▶ Cleaner design – tabs moved to links at the top
  - ▶ For more information on updates to shopping please see “Shoppers Guide to July 2009 Upgrade” instruction guide

## Action Items Panel Replaces Review Panel

- ▶ Easily check My Orders for status of orders
  - ▶ New requisition status: **Returned**
    - Approvers may now return a requisition as a draft cart for editing and resubmission by requestor
    - Approvers are required to add a comment when returning a PR



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## Draft Carts Page

- ▶ New section for Returned Requisitions

The screenshot shows the 'Draft Carts' page with two main tables:

My Returned Requisitions						
Active Cart	Shopping Cart Name	Date Created	Cart Description	Total	Withdraw	
	copier maintenance for Office Copier	3/11/2009	From Canon for new one	150.00 USD	<a href="#">Withdraw</a>	

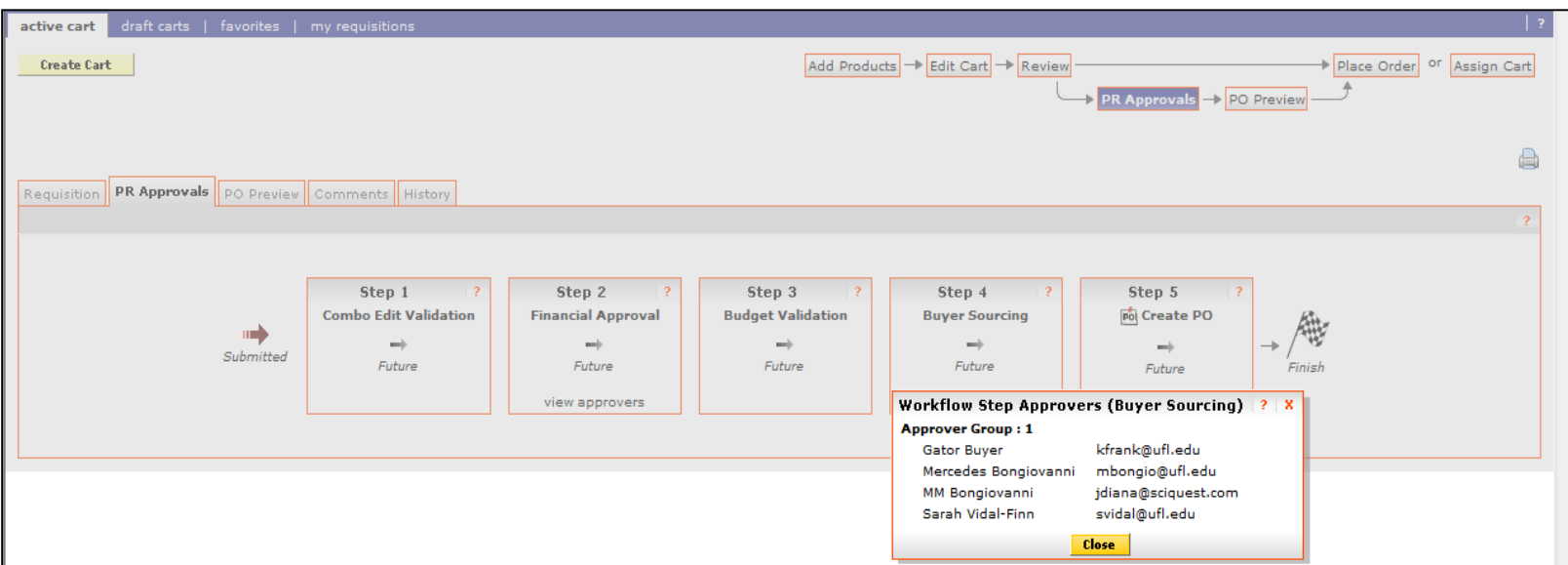
My Drafts						
Active Cart	Shopping Cart Name	Date Created	Cart Description	Total	Delete	
	2009-03-09 mprequestor 01	3/9/2009		0.00 USD	<a href="#">Delete</a>	
	2009-03-09 mprequestor 02	3/9/2009		0.00 USD	<a href="#">Delete</a>	

## Requisitions (PRs)

- ▶ New tab for **Comments**
- ▶ Comments may be entered by anyone viewing the requisition including Approvers
  - ▶ Comments feature will allow you to select recipients to receive a copy of new comment in an e-mail
  - ▶ Reply To feature in **Comments** tab per comment - replying does not resubmit PR to workflow
  - ▶ 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



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## Queries – PR History and PO History

- ▶ New - perform queries on requisitions and purchase orders using any of the values shown below including
  - ▶ PO Business Unit
  - ▶ Projects
  - ▶ Dept IDs

Custom Field Filter	
Budget Reference	<input type="text"/>
CRIS	<input type="text"/>
Dept Flex	Select from all values... Clear selected value...
Dept Id	<input type="text"/>
Fund	<input type="text"/>
PO Business Unit	<input type="text"/>
Program Code	<input type="text"/>
Project	<input type="text"/>
Source of Funds	<input type="text"/>
UFID	<input type="text"/>

## My Requisitions Page

- ▶ New – buttons available to:
  - ▶ Select Query – allows user to select a saved PR query
  - ▶ Save Query – allows user to save a query for later use
  - ▶ Request Export – allows user to export query as excel file
  - ▶ New Search – takes user to PR History page

## For further specific information, please refer to the updated instruction guides:

- ▶ Working with Returned Requisitions (new!)
- ▶ Completing a Requisition in myUF Market (updated July 16, 2009)
- ▶ Consolidating Carts in myUF Market (updated July 16, 2009)
- ▶ Fixing Rejected Requisitions (updated July 20, 2009)
- ▶ Processing a Cart from a Shopper (updated July 20, 2009)
- ▶ Using the My Requisitions page (updated July 20, 2009)
- ▶ Finding Purchases and Requisitions Using Queries (Updated July 21, 2009)

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