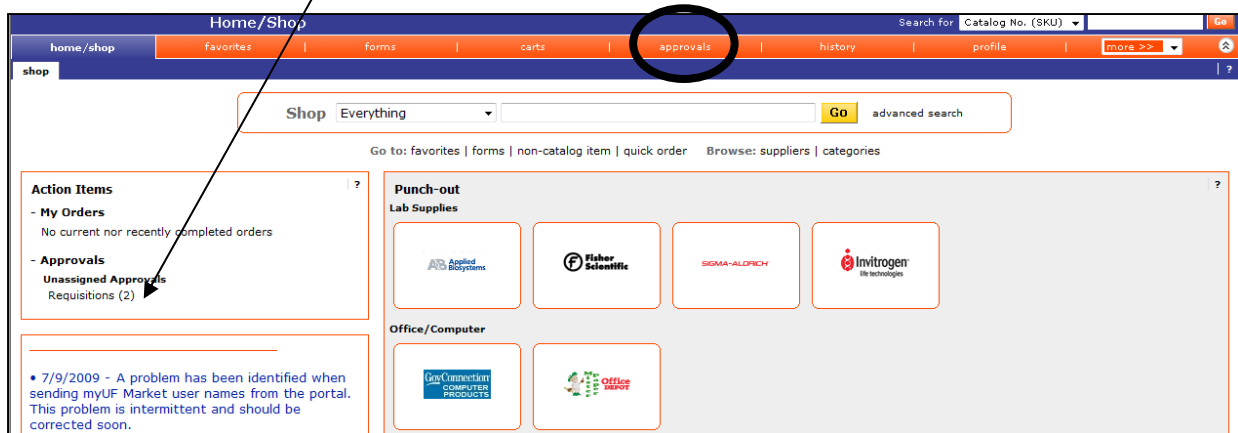


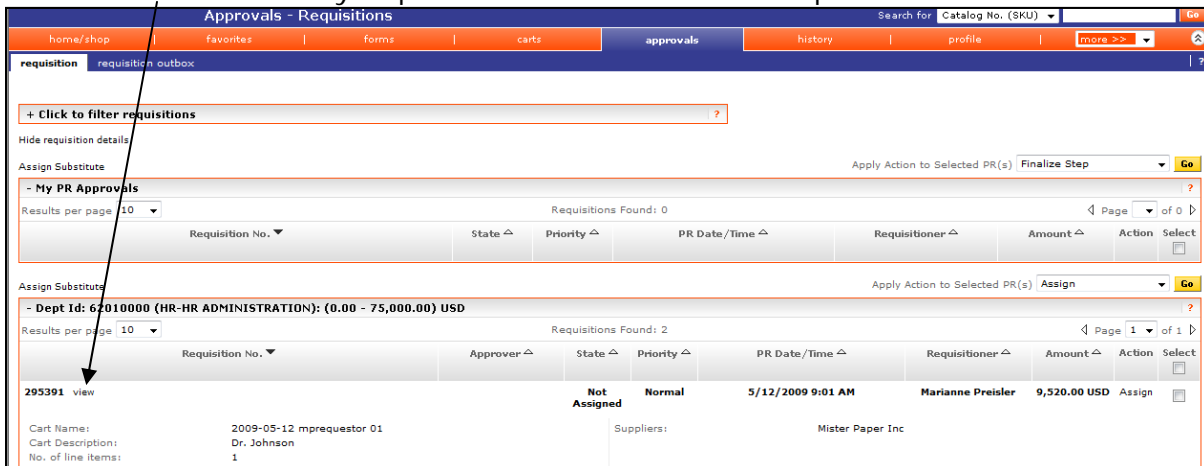
[Returning Requisitions for Approvers]

Approvers in myUF Market can approve, modify, add notes, or deny (reject) a PR (purchasing requisition.) They may now also return a requisition to a requestor to edit and resubmit into workflow without having to copy it to a new cart. The returned requisition will also keep its original requisition ID number when edited and resubmitted. This instruction guide is for those who have Financial Approver security in myUF Market and the role, **UF_N_MKT_Financial_Approver**. An approver may approve a PR immediately by clicking the **View** link or may assign the requisition from the shared folder to their own folder to hold and view at another time for approving. An approver must assign a requisition to themselves before they can return it to a requestor. A requisition must be assigned before it can be returned. To navigate, log in to myUFL and then click on **eProcurement > myUF Market** to process the approval in the myUF Market.

- ▶ Log in to **my.ufl.edu** using your GatorLink username and password
- ▶ Click on **eProcurement > myUF Market**
 - ▶ Refer to the **Action Items** panel on the **Home/Shop** page for a quick view of requisitions waiting for approval
 - Click the **Approvals** link to open the listing underneath it, or click the **Approvals** tab
 - If you have requisitions waiting, there will be a number next to **Requisitions**
 - Click **Requisitions** to go to your Approvals page

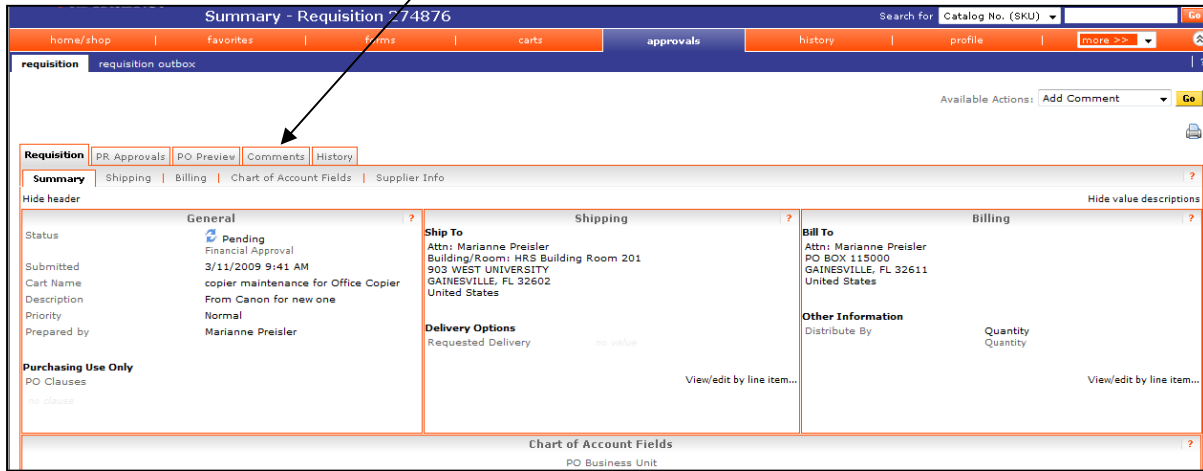


- ▶ Click the **View** link on any requisition listed to review the requisition

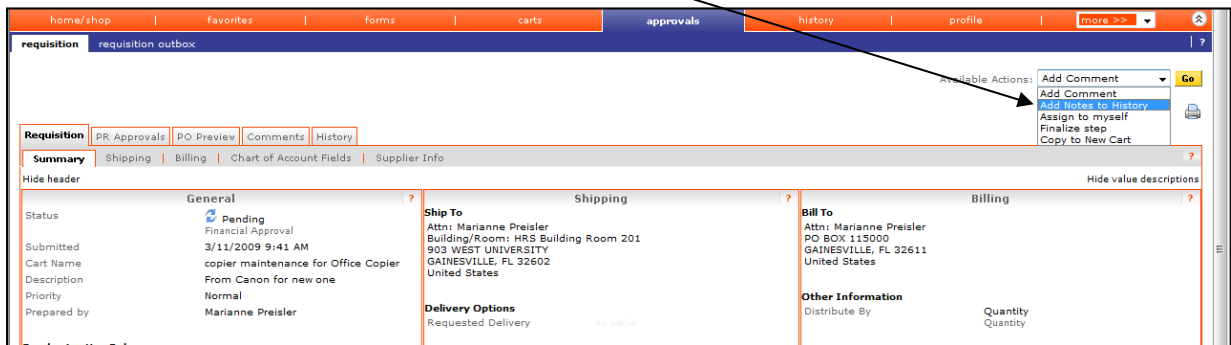


[Returning Requisitions for Approvers]

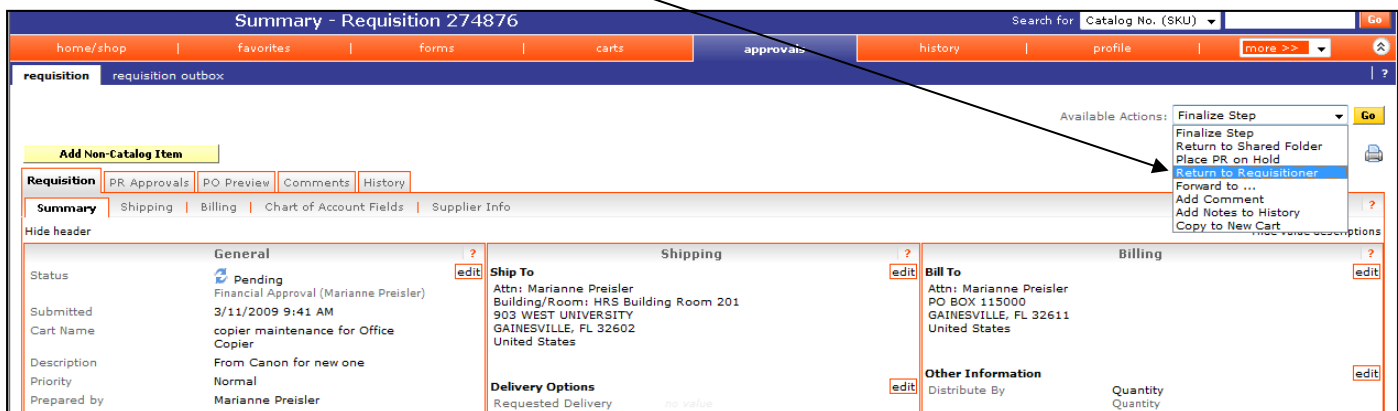
- ▶ On the requisition, click the new **Comment** tab to review comments entered by other approvers or anyone viewing the requisition before approval is complete, or to enter a comment



- ▶ Click the **dropdown** to the right to **assign** the requisition to your folder
 - ▶ This must be done before returning a requisition



- ▶ Click the **dropdown** again and it will display additional choices
 - ▶ Select **Return to Requisitioner** to return as a draft cart which can be easily edited for resubmission



[Returning Requisitions for Approvers]

- ▶ A **Return to Requisitioner** box will display for entering the reason for return
 - ▶ Click the **Return to Requisitioner** button at the bottom to complete the process

The screenshot shows a web application interface for a requisition summary. The main content area is titled "Summary - Requisition 274876" and contains a table with columns for "General", "Shipping", and "Bill To". The "General" column shows a status of "Pending" and a description of "copier maintenance for Office Copier". The "Shipping" column shows the address "903 WEST UNIVERSITY, GAINESVILLE, FL 32602, United States". The "Bill To" column shows the address "PO BOX 115, GAINESVILLE, United State". A dialog box titled "Return to Requisitioner" is open over the "Bill To" column. The dialog box contains the text "Return the requisition to the requisitioner as a draft cart so they can correct errors and resubmit for approval." and a text input field for "Reason for return" with the text "Please change the account code.". Below the input field, it says "969 characters remaining" and "expand | clear". At the bottom of the dialog box, there are two buttons: "Return to Requisitioner" and "Cancel".

- ▶ The returned requisition will remain in the **Requisition Outbox** for reference
- ▶ The requisitioner will receive an e-mail if they selected to use the **PR Rejected** notification
 - ▶ The returned requisition will display on their **Action Items** panel at the **Returned** link.

For further assistance, please e-mail myufmarket@ufl.edu or call Purchasing Services at 392-1331 or visit <http://www.purchasing.ufl.edu/myufmarket>.