

[Using the My Requisitions Page]

Anyone who shops in myUF Market may use the **My Requisitions** page to view the status of their requisitions, identify rejected requisitions quickly and access each requisition by clicking on the requisition number listed. **My Requisitions** now works with queries that you may save, reload to edit and rerun. Requestors who were assigned carts need to use the queries to track orders placed for Shoppers. Search terms now also include PO business unit and some ChartField values, which means you may search for requisitions placed for a certain Project ID or Dept ID that will include orders placed for assigned carts and your own requisitions.

- ▶ Access myUF Market by navigating to <http://my.ufl.edu> and logging in with your Gatorlink username and password, and navigate to:
 - ▶ **My Self Service > myUF Market** for UF_N_MKT_Shopper role
 - ▶ **eProcurement > myUF Market** for UF_N_MKT_Shopper_Req role (to shop only)
UF_N_MKT_Requestor and UF_N_MKT_Financial Approver

To go to the **My Requisitions** page,

- ▶ Click **Carts > My Requisitions**
 - The page will initially display only **Rejected** requisitions
- ▶ Clicking on **Pending** under **My Orders > Requisitions** in the **Action Items** panel on the **Home/Shop** page will only show current Pending requisitions in the **My Requisitions** page
 - Please note that **Returned** requisitions will not display in the My Requisitions page but in the **Draft Carts** page – please see the instruction guide, “Working With Returned Requisitions” for further details

To Create a Query:

- ▶ Click the **New Search** button

The screenshot shows the 'Orders - Search Results' page in myUF Market. At the top, there are navigation tabs for 'home/shop', 'favorites', 'forms', 'carts', 'approvals', 'history', and 'profile'. Below these are buttons for 'New Search', 'Select Query', 'Save Query', and 'Request Export'. The main content area shows a table with one requisition meeting the search criteria. The table has columns for Status, Requisition No., Requisition Name, Requisitioner, Requisition Date/Time, and Requisition Total. The requisition number 317026 is highlighted. Below the table, there are more navigation buttons: 'New Search', 'Select Query', 'Save Query', and 'Request Export'.

To create a query for your PO Business Unit:

- ▶ Check the **Filter** box to use the filters below
- ▶ Check the **Company Orders** radio button
- ▶ Adjust the **Start and End dates** to contain less than 90 days' range
 - Click the **Select User** button to add your name
- ▶ Enter your **PO Business Unit**
- ▶ At the bottom, under **PR Status Filters**, click the **Show All** link to show all statuses
- ▶ Click the Search button

- ▶ Click the **Save Query** button to save the query and reuse
 - When you reuse, click the **Select Query** button
 - Select your query and select **Load Query**, then the **GO** button
 - This allows you to edit the query before running, such as adjusting the dates



Updated July 20, 2009 for myUF Market Upgrade 9.2

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To create a query to display only requisitions placed on behalf of another user, such as for assigned cart:

- ▶ Click the **New Search** button
- ▶ Check the **Filter** box to use the filters below
- ▶ Check the **My Submitted Orders** radio button
- ▶ Adjust the **Start and End dates** to contain less than 90 days' range
 - Click the **Select User** button to add the name of the original cart owner
- ▶ At the bottom, under **PR Status Filters**, click the **Show All** link to show all statuses

Reading the Results

- ▶ This page contains:
 - Status
 - Requisition Number (click to view requisition)
 - Requisition Name
 - Requisition Date/Time
 - Requisition Total

The screenshot shows the 'Orders - Search Results' page. At the top, there are navigation tabs: home/shop, favorites, forms, carts, approvals, history, profile, and more >>. Below these are sub-tabs: active cart, draft carts, favorites, and my requisitions. A search bar at the top right contains 'PR No.' and a 'Go' button. Below the search bar are buttons for 'New Search', 'Select Query', 'Save Query', and 'Request Export'. The main content area shows a table of requisitions with the following data:

Status	Requisition No.	Requisition Name	Requisitioner	Requisition Date/Time	Requisition Total
	318056	my own cart	Preisler, Marianne	7/21/2009 9:49 AM	28.90 USD
	317026	Master Cart Test 7/16	Preisler, Marianne	7/16/2009 10:52 AM	0.00 USD

Below the table are buttons for 'New Search', 'Select Query', 'Save Query', and 'Request Export'. A legend box is open on the right side of the page, titled 'LEGEND', with the following entries:

Icon	Description
	Requisition Approved
	Requisition Pending Approval
	Requisition Rejected
	Requisition Withdrawn
	Pending, but line item(s) Rejected
	Approved, but line item(s) Rejected

- ▶ Some status explanations:
 - **Requisition Pending Approval** – waiting for system or approver to validate
 - **Requisition Withdrawn** – the requestor withdrew the requisition after placing order but before being approved
 - **Pending, but line item rejected** – Approvers can reject a line item in a requisition and let the other lines continue to system checks and PO dispatched
 - **Approved, but line item rejected** – A requisition which is proceeding but with a rejected line
- ▶ For further assistance, e-mail myufmarket@ufl.edu or contact Purchasing Services at 392-1331 or please visit <http://www.purchasing.ufl.edu/myufmarket>