

[Working with Returned Requisitions]

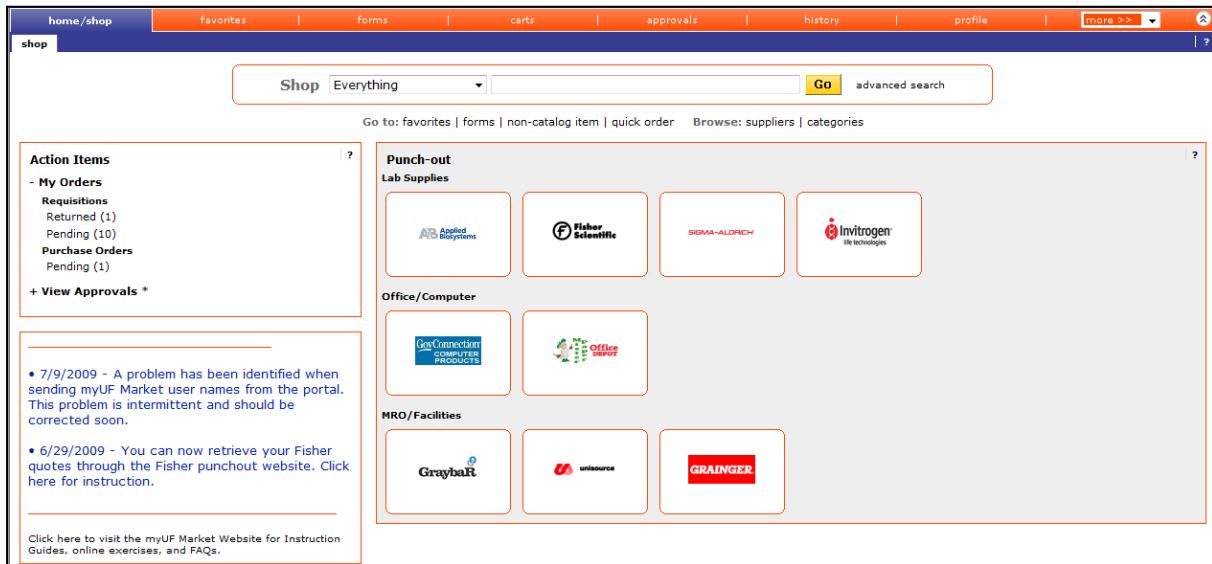
myUF Market's new Return feature allows approvers to return a requisition as a draft cart to a requestor for direct editing and resubmitting into approval workflow. Unlike the rejecting of a requisition, where the requestor has to copy to a new cart to edit, the returned requisition contains its own Edit buttons once returned. The requestor will have a new section in the Draft Carts page for Returned Requisitions, and they will also appear in the Action Items panel on the Home/Shop front page. Use this instruction guide to identify returned requisitions, find out why it was returned, and how to fix it. This guide is only for Requestors, or those with the role UF_N_MKT_REQUESTOR.

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**

Accessing the Returned Requisition – Two Ways

1. From the **Home/Shop** front page, check the **Action Item pane** on the left
 - ▶ Click **My Orders** if there is nothing listed underneath this heading
 - ▶ If a requisition has been returned, the word **Returned** with the number of items will display
 - Click Returned to go directly to the **Draft Carts** page



2. Click the **Carts** link on the top menu
 - ▶ Click the **Draft Carts** link
 - ▶ The Draft Carts page will contain a section at the top entitled **Returned Requisitions**

Note: Requestors with e-mail notification for "PR Rejected" will also be alerted via e-mail for returned requisitions.



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The screenshot shows two tables in a web application interface. The top table is titled 'My Returned Requisitions' and has columns for Active Cart, Shopping Cart Name, Date Created, Cart Description, Total, and Withdraw. It contains one row with the cart name 'copier maintenance for Office Copier', date '3/11/2009', description 'From Canon for new one', total '150.00 USD', and a 'Withdraw' button. The bottom table is titled 'My Drafts' and has columns for Active Cart, Shopping Cart Name, Date Created, Cart Description, Total, and Delete. It contains two rows with cart names '2009-03-09 mprequestor 01' and '2009-03-09 mprequestor 02', both dated '3/9/2009', total '0.00 USD', and 'Delete' buttons.

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		

My Drafts						
Active Cart	Shopping Cart Name	Date Created	Cart Description	Total	Delete	
	2009-03-09 mprequestor 01	3/9/2009		0.00 USD		
	2009-03-09 mprequestor 02	3/9/2009		0.00 USD		

Finding the Reason for the Returned Requisition

- ▶ Click the **Shopping Cart Name** to view the requisition, which is now a draft cart
 - ▶ All the Edit buttons are available for modifications to the requisition
- ▶ Click the **Comments** tab to view notes and comments attached to this requisition
- ▶ You may reply to any comment by clicking the **Reply To** link - replying to the comment does not resubmit the requisition for approval (PR into workflow)

The screenshot shows the 'Comments - Draft Requisition' page. At the top, there is a workflow diagram: 'Add Products' → 'Edit Cart' → 'Review' → 'Place Order' or 'Assign Cart'. Below the diagram, there are tabs for 'Requisition', 'PR Approvals', 'PO Preview', 'Comments', and 'History'. The 'Comments' tab is active, showing 'Records found: 2'. The first comment is from Marianne Preisler, replying to a comment about a requisition returned on 7/16/2009, asking to change the account code. The second comment is also from Marianne Preisler, replying to a comment asking if the account code is correct, and stating 'Are you sure that is the right account code? Please doublecheck.' The email sent to Karen Frank is also visible.

- ▶ The comments will also display on the **History** tab

Resubmitting the Returned Requisition

- ▶ Once the reason for the return has been identified, edit the draft cart and resubmit into workflow by clicking the **Place Order** button
 - ▶ The requisition will restart workflow from the beginning
 - ▶ The requisition number will remain the same as the original

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