

Use this guide to browse UF contracts in myUF Marketplace from within the Contracts module on the left-hand menu and from Dashboards for Requestors and Approvers. View what contracts are active and available for use in myUF Marketplace.

To access myUF Marketplace, log on through the myUFL Portal. Log on to http://my.ufl.edu using your GatorLink username and password and click **Nav Bar > Main Menu > My Self Service > myUF Marketplace** to begin.

Step 1 – Start at the Contracts Menu

Start at the left-hand menu, and click on the Pencil and Paper icon to open the Catalogs and Contracts menu. Click on **Search Contracts** to begin.

| ñ | ^{my} uf market | | | | |
|------------|--|-------------|--|--|--|
| | Shop > Shopping > Shopping Home → Home/Shop | | | | |
| ٠ | | Shop | Everything | | |
| 12 | Catalogs and Contracts | | dvanced search favorites forms non-catalog item quick order Browse: suppliers catego | | |
| | Contracts | | | | |
| <u>ll.</u> | Search Contracts | | B Amount Only Request for | | |
| | View Saved Searches | | ce Request Form Enabled Vendor Quote Form (B th services For catalog vendors only (B | | |
| | View Import/Export Results | | - ' For use with goods | | |
| | Toraer. | ✓ Laborator | ory Supplies/Research/Clinical | | |
| | myUF Market Electronic Change Orders now on the Home Shop page for easy access and use! | | | | |

At the Search Contracts page, click the **Advanced Search** link on the top right.

| myuf market | | | Gator Shopper | • * |
|-------------|---------------------|--|-------------------|-----|
| | 5 | | | |
| 5 | Search Contracts | | Advanced Search ? | |
| | Contract | Search by contract name, number, summary, etc. | | |
| | Active for Shopping | Active | | |
| | By Start/End Date | Effective | | |

Step 2 – To Find Current and Active Contracts

The **By Start/End Date** should be set to "Effective":



| <u>Browsina</u> | Contracts | <u>in mvUF</u> | Marketplace |
|-----------------|------------------|----------------|-------------|
| | | | |

| Search Contracts - Ad | vanced | | | Simple Se | arch ? |
|-----------------------|--------|-------------------|----------------|--------------|--------|
| Contract Number | | By Start/End Date | Effective | \checkmark | |
| Contract Name | | Supplier | Type to filter | Q | |
| Keywords | | Supplier Class | | | |

Click on **eProcurement**, then set the **Active for Shopping** field to "Active" – click the Search button to browse all active and current contracts.

| Contract Number | | | By Start/End Date | Effective | \checkmark |
|----------------------------------|------------------------|------|-------------------|----------------|---------------------|
| Contract Name | | | Supplier | Tune to Elter | |
| Contract Name | | | Supplier | Type to filter | 4 |
| Keywords | | | Supplier Class | | \checkmark |
| Contract Type | Type to filter | Q | | | |
| Contract Status | | ~ | | | |
| Contract Version Type | | ~ | | | |
| Contract Manager | 🔿 Any 🔿 Me 💿 F | vick | | | |
| | Name, User Name, Email | Q | | | |
| | | | | | Expand All Collapse |
| eProcurement | | | | | |
| Active for Shopping | Active | ~ | | | |
| > Status Flags | | | | | |
| | | | | | |

Step 3 – Narrow You Search by Using the left-hand filter in the Search results:



Browsing Contracts in myUF Marketplace

Instruction Guide

| <i>my</i> ut market | | | | ? |
|---|------------------|--|--------------------|-----------------|
| Catalogs and Contracts $>$ Contracts $>$ Search Con | ntracts マ → Sear | rch Contracts | | |
| Back to Search Start Over | | Show associated forms and non-catalog requests | | |
| Search Details | ? | Contract Search Results | | ? |
| Filtered by | | 1-16 of 16 Results | Sort by Best Match | ✓ 20 Per Page ▼ |
| By Start/End Date: Effective | fromous all | Contract Details | | |
| Active for Shopping Active Save New Search Export Search | [remove ail] | VWR. Florida_EardI VWR_Florida_EardI Supplier: VWR International Start Date: 1/2/2013 Version Type: Contract Type: - End Date: 6/30/2018 Renewal No.: 1 _s_ Active for shopping: Yes 1 1 | | Open Summary |
| Refine Search Results | ? | | | |
| Contract Type UF Contract (5) Cooperative Purchasing Agreement (3) State of FL Contract (1) | Ψ. | R142101 MRO Supplies, Inventory, Managemetri and Value Added Industrial Services Supplier: Fastenal Co Start Date: 4/1/2015 Version Type: Original Contract Type: - End Date: 3/3/2018 Renewal No.: 0 Active for Shopping: Yes | | Open Summary |
| Contract Version Type | | ITN13TM-116 | | Open Summary |
| Renewal (12) Original (4) Supplier | ₩. | Temporary Help Services Supplier: Career Center Inc Start Date: 6/1/2016 Version Type: Renewal Contract Type: UF Contract End Date: 5/31/2017 Renewal No.: 1 | | |
| Dade Paper Co (2) W W Grainger Inc (2) | | Active for Shopping: Yes | | |
| Henry Schein Inc (1) Mister Paper Inc (1) The Rose Group LLC (1) | [more] | ITN13TM-116 Temporary Employment Services Supplier: Insure-A-Temp Inc Start Date: 6/1/2016 Version Type: Renewal | | Open Summary |
| Supplier Class | | Contract Type: UF Contract End Date: 5/31/201/ Renewal No.: 1 Active for Shopping: Yes | | |
| Contract Supplier (14) Enabled Vendors (11) PCard Option (9) Sourcing Limit Review (2) Small-Diverse Business (2) | [more] | ITB14MB-128 Underground Construction Supplier: Utility Service of Gainesville Inc Start Date: 5/1/2016 Version Type: Renewal Contract Type: UF Contract End Date: 4/30/2017 Renewal 2 | | Open Summary |
| Contract Term Extended | | Active for Shopping: Yes | | |

Clicking on Dade Paper on the left-hand filter, for example, displays the two contracts available for use with Dade Paper. One is a State of Florida contract and one is a Cooperative Purchasing Agreement. Click the **Open Summary button** to read more about each contract.

| Search Details | 2 | Contract Sea | arch Results | | | | | | |
|---|------------|--------------------------------------|------------------------|-----------------|----------------------|----------------|---------------|----------|---------------|
| | | contract Sea | a cir nesults | | | | | | |
| Filtered by | | 1-2 of 2 Results | | | | Sort by Best 1 | Match | ~ | 20 Per Page 🔻 |
| By Start/End Date: Effective | ove all] | Contract Details | | | | | | | |
| Upplier Dade Paper Co | | 640-002-12-1 Commercial Paper | Ļ | | | | | | Open Summary |
| Active for Snopping | | Supplier: | Dade Paper Co | Start Date: | 11/2/2015 | Version Type: | Renewal | | |
| E Active | | Contract Type: | State of FL Contract | End Date: | 11/1/2016 | Renewal No.: | 2 | | |
| Save New Search Export Sea | arch | | | Active for Shop | ping: Yes | | | | |
| lefine Search Results | ? | 151148 Janitorial and Sani | itation Supplies | | | | | | Open Summary |
| | | Supplier: | Dade Paper Co | | Start Date: | 8/2/2015 | Version Type: | Original | |
| Contract Type | T • | Contract Type: | Cooperative Purchasing | Agreement | End Date: | 8/1/2017 | Renewal No.: | 0 | |
| Cooperative Purchasing Agreement (1) | | | - | | Active for Shopping: | Yes | | | |
| State of FL Contract (1) | | 1-2 of 2 Results | | | | | | | 20 Per Page 🔻 |

The Summary will show a pop up screen with basic information. Click the View Summary link for a description and more details.

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| 9 | Summary of Co | ontract # 151148 | | | × |
|---|---|------------------------------------|-------------------|-----------------------|-------|
| | | | | | |
| | Header | | Dates And Renewal | | |
| | Contract Name * | Janitorial and Sanitation Supplies | Start Date | 8/2/2015 12:00 AM EST | |
| | Supplier Name | Dade Paper Co | End Date | 8/1/2017 11:59 PM EST | |
| | Summary | View Summary | | | |
| | | | | | |
| | eProcurement, Budge | et, and Spend | | | |
| | Active for Shopping | × | | | |
| | Associated Price Set | Organization Price | | | |
| | | | | | |
| * | Required | | | | Close |

| Contract Summary | × |
|---|---------|
| Dade Paper provides UF with janitorial/housekeeping and sanitation supplies including: towel and tissue pape liners, hand soaps and sanitizers, chemicals, and more. Core list of items for deepest discounts available. Sustainable/green products available. Free shipping. | er, can |

Search from within the Requestor or Approver Dashboard

Use the new **Contract Widget** within your Dashboard to follow the steps above to browse through contracts. Use this <u>guide</u> to get started with Dashboards, then click on the new Contracts widget. Be sure to click on the **Advanced Search** link first.

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| <i>my</i> uf mark | et | Gator Requestor 🔻 🌟 🏴 🚺 🌲 🎘 459.28 USD |
|----------------------------|---|--|
| Dashboards 🗢 🗦 Requestor D | ashboard | |
| | Requestor Dashboard | |
| | My Requisitions ${\mathfrak S}$? | Document Search 2 ? |
| | There are no Requisitions to display. | Search All Documents 🖸 Document Numbers, Supplier, Product Int 🭳 |
| | | Shortcuts My Requisitions My Purchase Orders My Forms |
| | | Quick Links to Websites ? Action Items C? ? |
| | | C UF Purchasing Website V My Assigned Approvals |
| | Contract Search | Computer Market Resources Carts Assigned To Me |
| | | ChartFields Reference from Gen Acctg |
| | Search Search by contract name, number, summary, etc. | C Account Use by Fund from Gen Acctg |
| | Advanced Search | C Instruction Guides |

To use this contract, select the supplier, Dade Paper, when creating a requisition and select the contract from within the cart. For help with selecting a contract from within a myUF Marketplace cart, please use the Selecting From Multiple Contracts Within a Cart instruction guide.

Please refer to the <u>Contract Manager Update</u> page on the UF Procurement website for further information, or call the Procurement Help Desk at 352 392-1335 or email <u>procurement@ufl.edu</u>

Other instruction guides available on contracts in myUF Marketplace:

- Selecting from Multiple Contracts Attached to a Cart
- Using Contracts in myUF Marketplace
- Changing Contracts within a Requisition