Use this guide to browse UF contracts in myUF Market 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 Market.

To access myUF Market, log on through the myUFL Portal. Log on to http://my.ufl.edu using your GatorLink username and password and click My Self Service > myUF Market 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.

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

**Step 2 – To Find Current and Active Contracts**

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

<table>
<thead>
<tr>
<th>Search Contracts - Advanced</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract Number</strong></td>
</tr>
<tr>
<td><strong>Contract Name</strong></td>
</tr>
<tr>
<td><strong>Keywords</strong></td>
</tr>
</tbody>
</table>
Click on **eProcurement**, then set the **Active for Shopping** field to “Active” – click the Search button to browse all active and current contracts.

**Step 3 – Narrow Your Search by Using the left-hand filter in the Search results:**
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.

The Summary will show a pop up screen with basic information. Click the View Summary link for a description and more details.
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 [guide](#) to get started with Dashboards, then click on the new Contracts widget. Be sure to click on the **Advanced Search** link first.

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 Market cart, please use the Selecting From Multiple Contracts Within a Cart instruction guide.

Please refer to the [Contract Manager Update](#) page on the UF Procurement website for further information, or call the Procurement Help Desk at 352 392-1335 or email procurement@ufl.edu

Other instruction guides available on contracts in myUF Market:
- Selecting from Multiple Contracts Attached to a Cart
- Using Contracts in myUF Market
- Changing Contracts within a Requisition