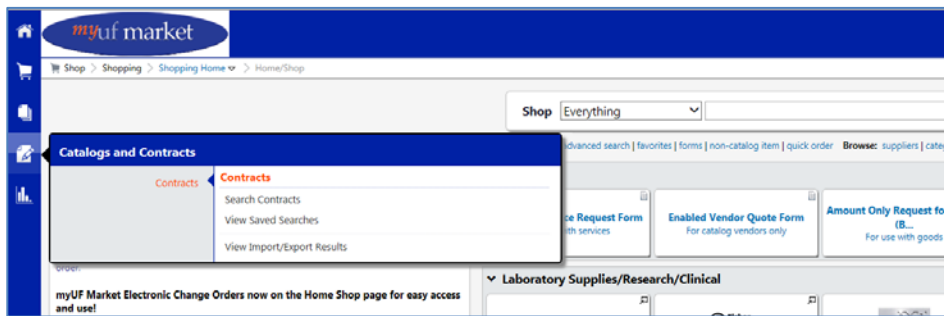


Use this guide to browse UF contracts in myUF Market from within the Contracts module on the left-hand menu and from Dashboards for Requestors and Approvers. View what contracts are active and available for use in myUF Market.

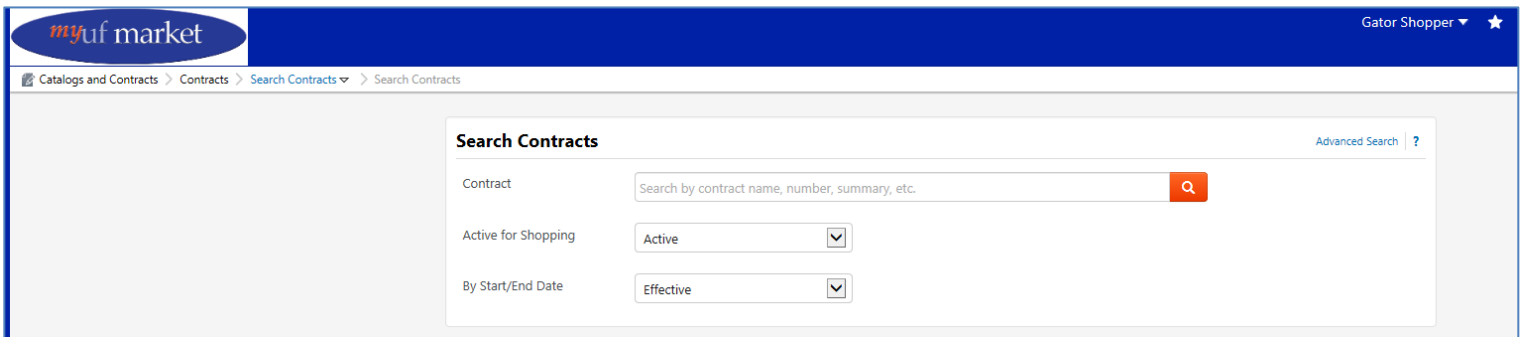
To access myUF Market, log on through the myUFL Portal. Log on to <http://my.ufl.edu> using your GatorLink username and password and click **Nav Bar > Main Menu > My Self Service > myUF Market** to begin.

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.

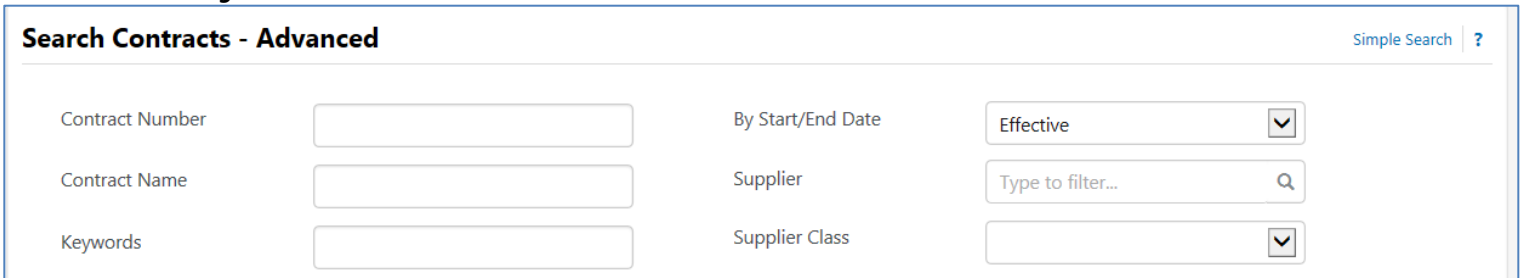


At the Search Contracts page, click the **Advanced Search** link on the top right.



Step 2 – To Find Current and Active Contracts

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



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

Search Contracts - Advanced Simple Search ?

Contract Number	<input type="text"/>	By Start/End Date	<input type="text" value="Effective"/>
Contract Name	<input type="text"/>	Supplier	<input type="text" value="Type to filter..."/>
Keywords	<input type="text"/>	Supplier Class	<input type="text"/>
Contract Type	<input type="text" value="Type to filter..."/>		
Contract Status	<input type="text"/>		
Contract Version Type	<input type="text"/>		
Contract Manager	<input type="radio"/> Any <input type="radio"/> Me <input checked="" type="radio"/> Pick... <input type="text" value="Name, User Name, Email"/>		

[Expand All](#) | [Collapse All](#)

eProcurement

Active for Shopping

Status Flags

[Search](#)

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

The screenshot shows the myUF Market search results page. On the left, there is a 'Search Details' sidebar with filters for 'By Start/End Date: Effective' and 'Active for Shopping' (checked). Below this is a 'Refine Search Results' sidebar with various filters like 'Contract Type', 'Contract Version Type', 'Supplier', and 'Supplier Class'. The main area displays 'Contract Search Results' with 1-16 of 16 results. The first result is 'VWR_Florida_EandI' with details: Supplier: VWR International, Start Date: 1/2/2013, End Date: 6/30/2018, Version Type: Renewal, Renewal No.: 1, Active for Shopping: Yes. Other results include 'R142101', 'ITN13TM-116', and 'ITB14MB-128'.

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 screenshot shows the 'Contract Search Results' page. On the left, there are filters for 'Supplier' (Dade Paper Co) and 'Active for Shopping' (Active). The main area displays two contract results:

Contract Search Results			
Contract Details			
640-002-12-1	Commercial Paper	Open Summary	
Supplier:	Dade Paper Co	Start Date:	11/2/2015
Contract Type:	State of FL Contract	End Date:	11/1/2016
		Version Type:	Renewal
		Renewal No.:	2
		Active for Shopping:	Yes
1-2 of 2 Results			
151148	Janitorial and Sanitation Supplies	Open Summary	
Supplier:	Dade Paper Co	Start Date:	8/2/2015
Contract Type:	Cooperative Purchasing Agreement	End Date:	8/1/2017
		Version Type:	Original
		Renewal No.:	0
		Active for Shopping:	Yes
1-2 of 2 Results			

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

The screenshot shows the 'Summary of Contract # 151148' pop-up window. It contains the following information:

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, Budget, 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 paper, can liners, hand soaps and sanitizers, chemicals, and more. Core list of items for deepest discounts available. Sustainable/green products available. Free shipping.

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.

The screenshot shows the 'Requestor Dashboard' in myUF Market. The top navigation bar includes the 'myuf market' logo, user information 'Gator Requestor', and a shopping cart icon with '459.28 USD'. The dashboard is divided into several sections:

- My Requisitions:** A widget with an orange header and a light blue background, displaying the message 'There are no Requisitions to display.'
- Document Search:** A widget with a blue header, featuring a search bar with a dropdown menu set to 'All Documents' and a search button. Below the search bar are 'Shortcuts' for 'My Requisitions', 'My Purchase Orders', and 'My Forms', along with an 'Advanced Search' link.
- Contract Search:** A widget with a grey header and a search bar containing the text 'Search by contract name, number, summary, etc.' and an 'Advanced Search' button.
- Quick Links to Websites:** A widget with a red header listing links to 'UF Purchasing Website', 'myUF Market Resources', 'ChartFields Reference from Gen Acctg', 'Account Use by Fund from Gen Acctg', and 'Instruction Guides'.
- Action Items:** A widget with a green header showing 'My Assigned Approvals' with a count of 9 and 'Administrative Items' with a count of 1.

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](#)