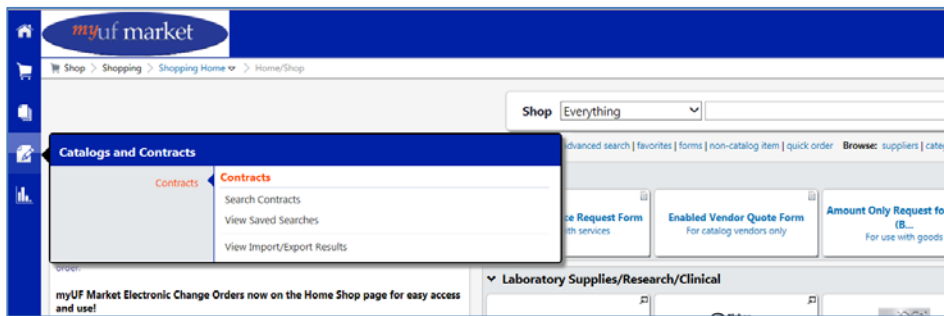


Use this guide to browse UF contracts in myUF Market from within the Contracts module on the left-hand menu and from Dashboards for Requestors and Approvers. View what contracts are active and available for use in myUF Market.

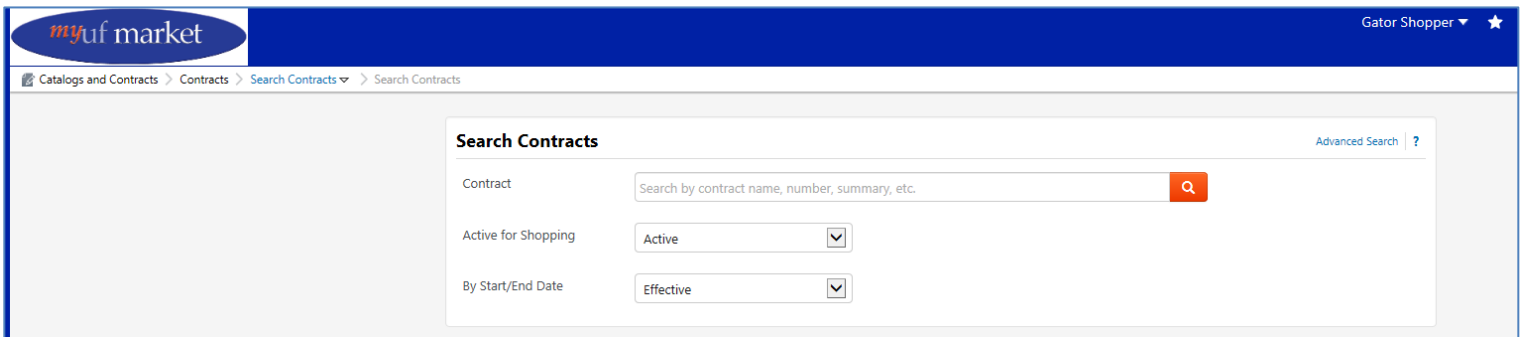
To access myUF Market, log on through the myUFL Portal. Log on to <http://my.ufl.edu> using your GatorLink username and password and click My Self Service > myUF Market to begin.

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.

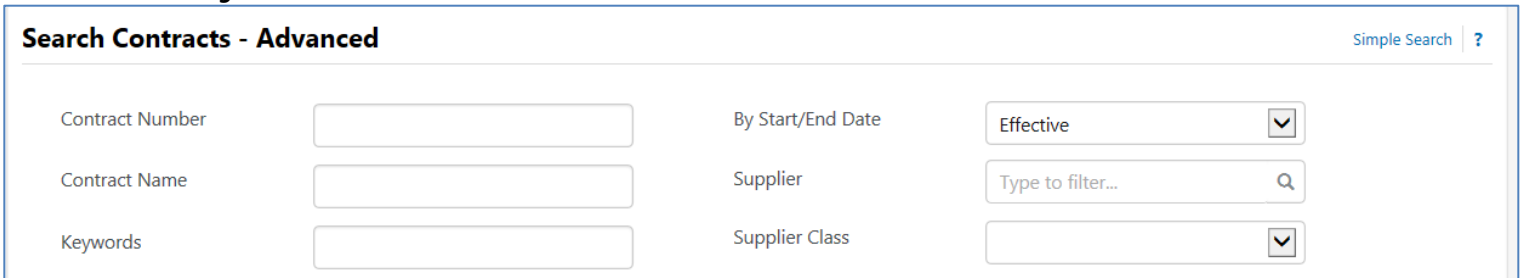


At the Search Contracts page, click the **Advanced Search** link on the top right.



Step 2 – To Find Current and Active Contracts

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



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	Effective <input type="button" value="v"/>
Contract Name	<input type="text"/>	Supplier	Type to filter... <input type="button" value="Q"/>
Keywords	<input type="text"/>	Supplier Class	<input type="button" value="v"/>
Contract Type	Type to filter... <input type="button" value="Q"/>		
Contract Status	<input type="button" value="v"/>		
Contract Version Type	<input type="button" value="v"/>		
Contract Manager	<input type="radio"/> Any <input type="radio"/> Me <input checked="" type="radio"/> Pick... <input type="text" value="Name, User Name, Email"/> <input type="button" value="Q"/>		

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

eProcurement

Active for Shopping Active

Status Flags

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 filters for 'Contract Type', 'Contract Version Type', 'Supplier', and 'Supplier Class'. The main area displays 'Contract Search Results' with 1-16 of 16 results. The results are sorted by 'Best Match' and show 20 per page. 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:

- 640-002-12-1**: Commercial Paper, Supplier: Dade Paper Co, Start Date: 11/2/2015, End Date: 11/1/2016, Version Type: Renewal, Renewal No.: 2, Active for Shopping: Yes.
- 151148**: Janitorial and Sanitation Supplies, Supplier: Dade Paper Co, Start Date: 8/2/2015, End Date: 8/1/2017, Version Type: Original, Renewal No.: 0, Active for Shopping: Yes.

Each result has an 'Open Summary' button.

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

The 'Summary of Contract # 151148' window displays 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 displays the 'Requestor Dashboard' in the myUF Market system. The dashboard includes several key components: a 'My Requisitions' widget showing no results; a 'Document Search' widget with a search bar and shortcuts; a 'Contract Search' widget with a search field; a 'Quick Links to Websites' section with links to the purchasing website, market resources, and instruction guides; and an 'Action Items' section with 'My Assigned Approvals' and 'Administrative Items'.

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](#)