Use this guide to change contracts within a requisition in myUF Marketplace for a supplier with more than one contract. You may also add a contract. This must be done at the line level, even if the contract is for the entire requisition. After changing the first line, you may copy the contract to all lines, unless you would like a different contract for each line.

Step 1 – Click the Edit button at the line level on the far right

Supplier / Line Item Details									
Hide line details				For se	elected line item	Add to Favorite	\$	- 3	Y Go
WW Gay Mechanical Contractor of GvI Incomercial		Contract PO Number Customer Number Quote number		ITB13MB-103 more info To Be Assigned					
Add non-catalog item for this supplier							View/w	dit by i	ne item.
Product Description		Catalog No	Size /	Packaging	Unit Price	Quantity	Ext. Price		
1 C testing contracts > more info	Commodity Code	jk 80000000 Professional Administra or Business Services	cive Performance	EA Internal Note Internal Attachment Add Attachment External Note Attachments for Add Attachment	3.00 ents supplier	2 EA	6.00 USD		odit

Step 2 – Find the Contract under the price and click on Select price or contract...

Edit Line					7 X
Product Description		Catalog No	Size / Packaging	Unit Price Qu	antity Ext. Pric
1 Cesting contracts		jk	EA	3.00 2 Contract: ITB13M8-103 Select price or contract.	EA 6.00 US
	Commodity Code	80000000	Internal Note		~
		Professional Administrative Performance or Business Services	1		Ŷ
					expand clear
			External Note		~
					Y
					expand clear
		Save Cancel			

Step 3 – Select the contract needed for this line item.

Select a Price and Cont	ract Here	7				
Step 1: Select a Price	Step 2: Select a Contract					
Price set currency USD	O No Contract					
	O ITB13MB-102 (Quick Response Mechanical (Lot 1 Main Campus))					
	ITB13MB-103 (Quick Response Plumbing (Lot 1 Main Campus))					
	ITB13MB-103 (Lot 2) (Quick Response Plumbing (Lot 2 St. Augustine Campus)))					

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Step 4 – For multiple lines, you may copy the same contract if needed

Use the Copy To Other Lines link to copy the contract to the rest of the lines after changing on the first one and saving.

Product Description		Catalog No Siz	e / Packaging	Unit Price	Quantity	Ext. Price		
1 C testing contracts more info		jk	EA	3.00 Contract: ITB13MB copy to other lines	2 EA -102 more info	6.00 USD		edit
	Commodity Code	80000000 Professional Administrative Performan or Business Services	Internal Note Internal Attack	chments ments				
			External Note Attachments Add Attach	e for supplier ments				
2 🧭 test ing 🍙 more info		d	EA	23.00 Contract: ITB13MB copy to other lines	1 EA -103 (Lot 2) more	23.00 USD		edit
	Commodity Code	41000000 Laboratory and Measuring and Observing and Testing Equipment	Internal Note Internal Attac	e chments ments				
			External Note Attachments Add Attach	e for supplier ments				
				Supplier subtotal		29 . 00U	SD	

Contract Association							
Copy the contract ITB13MB-102 to the selected lines.							
Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Contract Number	
test ing 🍺	d	EA	23.00	1	23.00 USD	ITB13MB-103 (Lot 2)	✓
						Сору	Close

If all the lines contain the same contract, it will show at the supplier level. However, you may still edit by clicking the Edit button at the line level.

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
- Browsing Contracts in myUF Marketplace