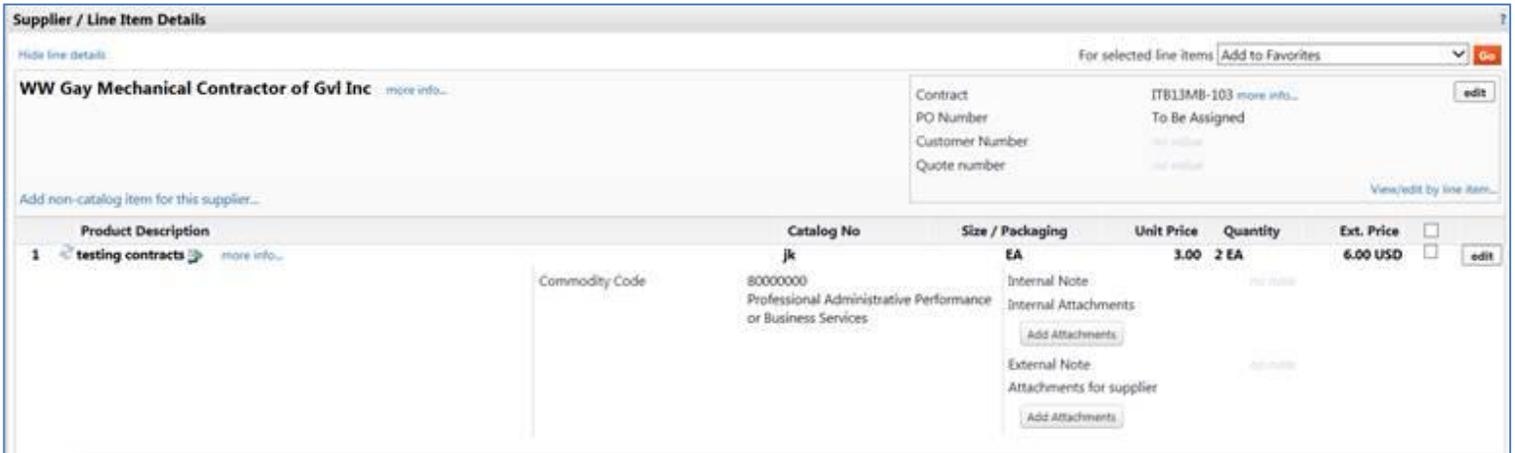
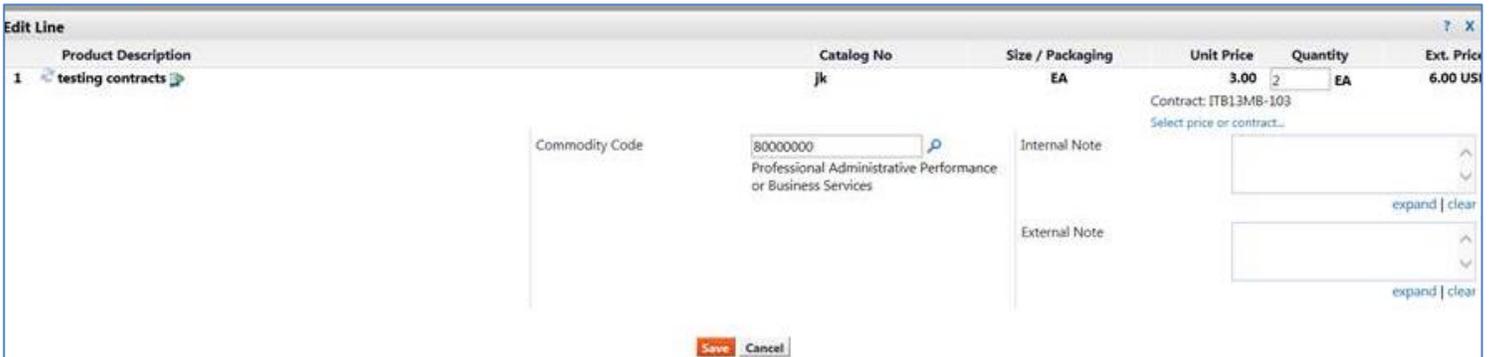


Use this guide to change contracts within a requisition in myUF Marketplace for a supplier with more than one contract. You may also add a contract. This must be done at the line level, even if the contract is for the entire requisition. After changing the first line, you may copy the contract to all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

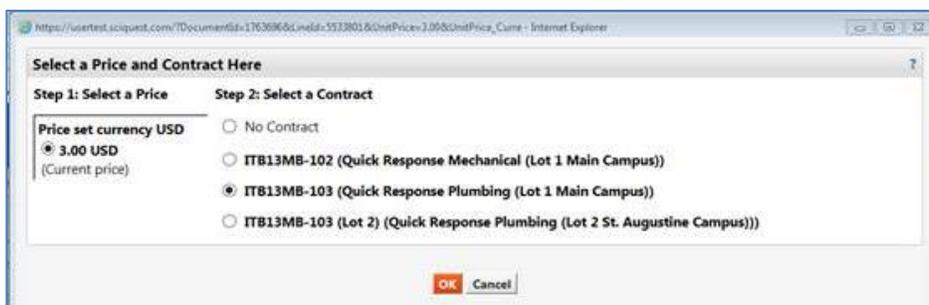
Step 1 – Click the Edit button at the line level on the far right



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



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



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	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 testing contracts more info...	jk	EA	3.00	2 EA	6.00 USD	<input type="checkbox"/> edit
Commodity Code		80000000 Professional Administrative Performance or Business Services	Contract: ITB13MB-102 more info... copy to other lines...		Internal Note: no note Internal Attachments: Add Attachments External Note: no note Attachments for supplier: Add Attachments	
2 test ing more info...	d	EA	23.00	1 EA	23.00 USD	<input type="checkbox"/> edit
Commodity Code		41000000 Laboratory and Measuring and Observing and Testing Equipment	Contract: ITB13MB-103 (Lot 2) more info... copy to other lines...		Internal Note: no note Internal Attachments: Add Attachments External Note: no note Attachments for supplier: Add Attachments	
Supplier subtotal					29.00USD	

Contract Association

Copy the contract ITB13MB-102 to the selected lines. [?](#)

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Contract Number	<input checked="" type="checkbox"/>
test ing more info...	d	EA	23.00	1	23.00 USD	ITB13MB-103 (Lot 2)	<input checked="" type="checkbox"/>

Copy
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 [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 Marketplace:

- Selecting from Multiple Contracts Attached to a Cart
- Using Contracts in myUF Marketplace
- Browsing Contracts in myUF Marketplace