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.
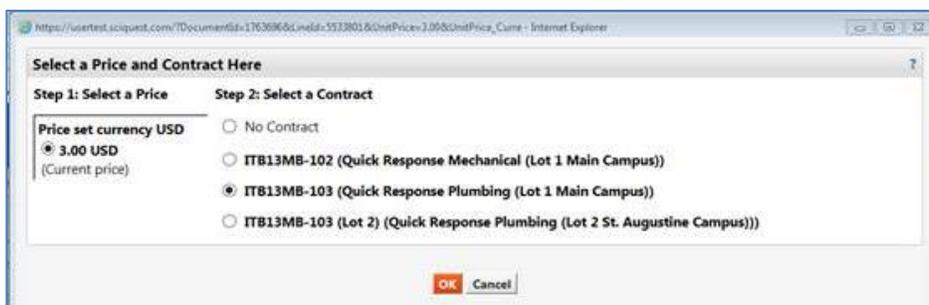
Step 1 – Click the Edit button at the line level on the far right
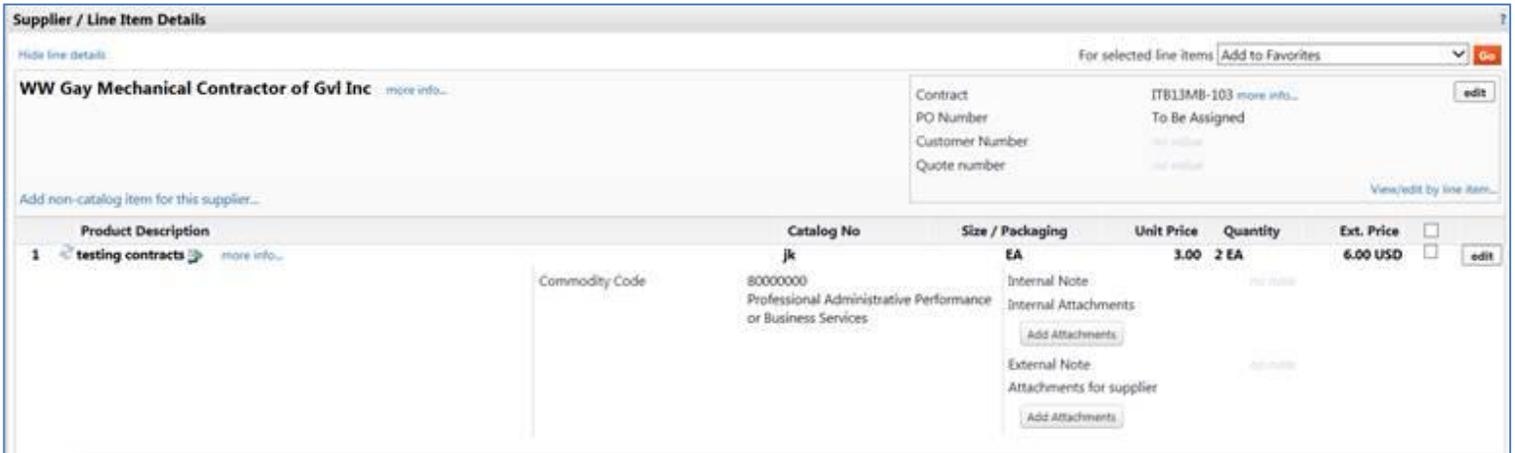
Step 2 – Find the Contract under the price and click on Select price or contract…
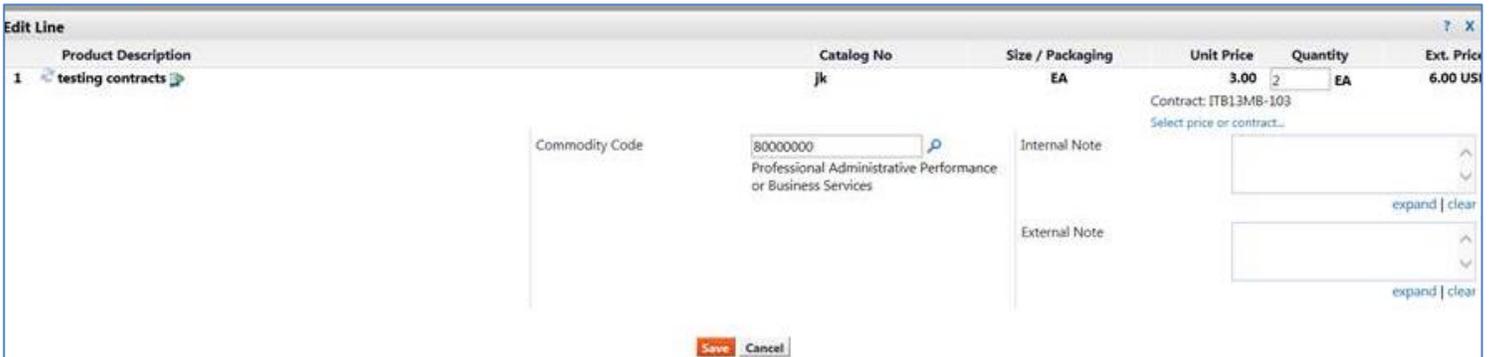
Step 3 – Select the contract needed for this line item.

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.

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