

Selecting from Multiple Contracts Within a Cart

Use this guide to choose which contract to use when there are more than one for a supplier. A cart will give you the option to select the one you would like to use. Usually if a supplier only has one contract associated with it, myUF Market will automatically attach it to a cart when a shopper or a requestor selects the supplier. Use this guide if the link *choose contract...* appears in your shopping cart under the supplier's name.

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

Step 1 – Selecting a Contract from Within the Shopping Cart

When you are in the shopping cart, check to see if the cart contains a contract you have selected. Click the *choose contract...* link to view contracts available for that supplier.

The screenshot shows a shopping cart item for 'Eccentric Sleeve 1.5InID' from W W Grainger Inc. The unit price is 346.05 USD and the quantity is 1, totaling 346.05 USD. Under the 'Contract' field, it says 'None selected' with a 'choose contract...' link. The interface includes buttons for 'Add to Favorites', 'Remove', and 'More Actions'.

Please read any notes listed with the contracts. If you ordered an item from a punchout, there may be a certain contract available for use only with the punchout.

The dialog box is titled 'Select a Price and Contract Here'. It has two main sections: 'Step 1: Select a Price' and 'Step 2: Select a Contract'.
Step 1: Select a Price
 Price set currency USD
 346.05 USD (Current price)
 Manual
 Input field: 346.05
Step 2: Select a Contract
 No Contract
 CNR-01248 (Maintenance, Repair & Operations Supplies (MRO))
 E&I competitively awarded agreement
 Grainger_EandI (Grainger_EandI)
 This contract should be used for punch-out clients only. There are separate Grainger contracts per client for hosted catalogs
 Buttons: OK, Cancel

Select the contract needed by clicking the option button by it and clicking the OK button.

Select a Price and Contract Here

<p>Step 1: Select a Price</p> <p>Price set currency USD</p> <p><input checked="" type="radio"/> 346.05 USD (Current price)</p> <hr/> <p><input type="radio"/> Manual</p> <div style="border: 1px solid gray; padding: 2px; width: 100px;">346.05</div>	<p>Step 2: Select a Contract</p> <p><input type="radio"/> No Contract</p> <p><input type="radio"/> CNR-01248 (Maintenance, Repair & Operations Supplies (MRO)) E&I competitively awarded agreement</p> <p><input checked="" type="radio"/> Grainger_EandI (Grainger_EandI) This contract should be used for punch-out clients only. There are separate Grainger contracts per client for hosted catalogs</p>
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Once the contract is selected, click OK to add it to the cart.

The screenshot shows a web interface for a shopping cart. At the top, there's a header for 'W W Grainger Inc' with a logo and contact information. Below that, a message states: 'The item(s) in this group was retrieved from the supplier's website. What does this mean?'. A table below lists the cart items. The first item is 'Eccentric Sleeve 1.5InID' with a unit price of 346.05 USD, a quantity of 1, and a total of 346.05 USD. The contract selected is 'Grainger_EandI'. There are buttons for 'Add to Favorites', 'Remove', and 'More Actions' for the item. The table has columns for 'Product Description', 'Unit Price', 'Quantity', and 'Total'.

Product Description	Unit Price	Quantity	Total
Item added on Aug 16, 2016 Eccentric Sleeve 1.5InID Part Number: 49G879 Manufacturer Info: A416.2-LX38-51 - (SANDVIK COROMANT) Contract: Grainger_EandI	346.05 USD EA	1 <input type="text"/>	346.05 USD

Please refer to [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:

- Using Contracts in myUF Market
- Browsing Contracts from the Contracts Menu
- Changing Contracts within a Requisition