

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 **Nav bar > Main Menu > 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.



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.

Select a Price and Contract Here ?

Step 1: Select a Price

Price set currency USD

346.05 USD
(Current price)

Manual

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

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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 cart item for 'Eccentric Sleeve 1.5InID' with a unit price of 346.05 USD and a quantity of 1, resulting in a total of 346.05 USD. The contract selected is 'Grainger_EandI'. The supplier is 'W W Grainger Inc'.

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	1	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