Shopper’s Guide to myUF Market

Overview
Welcome to myUF Market, UF’s shopping and purchasing solution. There are several ways to shop in myUF Market, and add items to the active shopping cart. This instruction guide outlines these shopping methods and refers to additional guides for further details and instructions. This guide is for use by anyone who shops in myUF Market.

Access myUF Market by navigating to http://my.ufl.edu/ and logging in with your Gatorlink username and password, and navigate by:

a. Clicking Nav bar > Main Menu > My Self Service > myUF Market My Self Service for UF_N_MKT_Shopper role
b. Clicking Nav bar > Main Menu > Financials > eProcurement > Clicking myUF Market for UF_N_MKT_Shopper_Req role (to shop only) UF_N_MKT_Requestor and UF_N_MKT_Financial_Approver

How myUF Market Works

1. Shopping in myUF Market is done with a cart.
2. Once the items are selected and added to the cart, click on it (top-right hand corner) to examine and edit.
3. Assign the cart to a Requestor for requisition processing and order placement.

Start with an Active Shopping Cart

1. Before shopping, check the cart at the top right-hand corner of the page, this is your Active cart.
2. Is this the cart you would like to shop with today?
3. If it is not, then create a new cart or select another cart.

To Create a New Active Cart or Select Another Cart as Active

1. Click the Cart Icon or dollar amount in USD on the banner menu on the top-right to access your current Cart.
2. Click the "View My Cart" button in the fly out box.
3. To view all your draft carts from here, use the breadcrumbs on the top left of the page, click the Open My Active Shopping Cart link, then click the View Draft Shopping Carts link.

4. View your draft carts and select any to make it Active, or
5. Click the Create Cart button to create a new cart.
   a. Enter a Name for the cart—you may search for the cart by name later—establish a naming convention for yourself that is consistent—others may see the cart name in the system later as the requisition name.
   b. Click Continue Shopping.
6. The system will automatically place this cart in the Active Cart position ready for shopping!

Methods of Shopping

1. Shop Enabled vendors.
   a. Product Search in hosted Catalogs – Shop at the Top.
   b. “Punch out” to vendor websites.
2. Non-enabled vendors.
   a. Services.
   b. Internal Service Providers ISPs.
c. Forms for non-catalog items.

- If you do not know whether the enabled vendors have what you need, you can browse by Suppliers or Categories to see hosted catalog content.

3. UF's hosted and punch-out vendors provide value that non-enabled vendors may not provide.
a. Supplier Class by clicking the class of supplier listed.
b. Supplier by clicking a Supplier name listed.
c. Manufacturer Name by clicking on a name listed.
d. Custom Attribute.
e. Category by clicking a Category listed.
f. Product Flag.
g. Packaging Unit of Measure UOM by clicking a UOM listed.
h. Results by Type by clicking Products, Forms or Punch-out Suppliers.

8. You may also now use the Sort by dropdown to sort which includes:
   a. Best Match
   b. Part Number
   c. Description
   d. Size
   e. Packaging UOM
   f. Supplier
   g. Price Low to High
   h. Price High to Low

9. Add to Favorites or Compare results directly from each row--click the links on the right.

Using the Supplier Showcase

1. Return to the Home/Shop Page by clicking the Home icon on the left menu, or clicking the Shop icon > Shopping > Shopping Home.
2. Click on any of the logos to get the Options Box popup.
3. Click any of the available options for this supplier, such as Search Hosted Catalog or Categories.
4. Follow their navigation to return selections to the myUF Market active cart.
5. For further instructions on using the Supplier Showcase, refer to the instruction guide, “Using the Supplier Showcase”.

Using Forms Showcase

1. Return to the Home/Shop Page by clicking the Home icon on the left menu, or clicking the Shop icon > Shopping > Shopping Home.
2. In the Forms Showcase, click the link to the form you need.
3. These are forms developed by Procurement Services for particular purchasing requests, such as:
   a. Service Request Form (labor, temporary help, repairs).
   b. Household or Laboratory Moves.
   c. Enabled Vendor Quote Form (quotes for catalog vendors at a variant price).
   d. Confirmation Purchase Request Form.
   e. Amount Only Request for Goods.
4. You may also mouse over each link to read more about the type of form.
5. Each form has instructions for use.
6. Saving the form upon completion adds it to the cart for processing as a requisition.
7. You may also access forms by using the Forms links under the “Shop at the Top” search bar on the Home/Shop page.
8. Refer to the instruction guides available for forms, such as “Using the Form for Service”.

Shopping with a Non-Catalog Vendor

1. If you cannot find your item in any of the methods above, use the Non-Catalog Item Form on the
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Assigning Your Cart to a Requestor

1. Upon completion of shopping, view your cart by clicking the **Shop Icon** and dollar amount in **USD link** at the top right-hand corner of the page > Then click the **View My Cart** button.
2. Review to delete lines or change quantities.
   a. Use the dropdown at the top right for any actions needed on multiple lines, such as deleting.
   b. You may also make changes per line using the buttons on the left such as Add to Favorites, Remove and More Actions.
   c. Click the Update button after you have made changes.
3. When you are finished shopping, click the Assign Cart button to assign the cart to a Requestor for processing as a requisition, or click the Proceed to Checkout button to complete ChartFields, Billing information, or to check your PCard.
   a. You can search for your requestor by name--(The requestor needs to have logged in to myUF Market at least once for their name to display).
   b. You may use the **Select from Profile Values** to use a Requestor saved previously.
4. Refer to the instruction guide, “Assigning My Cart to the Requestor” for more instructions.
5. The Requestor may return the cart to you with an explanation or question.
   - Sign up in your **User Profile**, click **your name** at the top > **View My Profile** > then select **Email Preferences** for the email notification “Cart/PR Rejected Returned”

Tracking Your Order

1. Track your order clicking the **Shop icon** on the left menu > **My Carts and Orders** > **View My Orders** (last 90 days) to view recent requisitions.
   - **[TIP]**: Save this page as a Bookmark! Just go to the top menu > click on the Star icon > Click **Bookmark this page** on the lower right corner. To view Bookmarks later, simply click the Star icon > Title of the page bookmarked.
2. Requisitions proceed through workflow that includes:
   a. System checks and validations.
   b. Approver review and activity.
3. Sign up for e-mail notifications in the **User Profile** section, click **your name** at the top > **View My Profile** > then select **Email Preferences**.
4. For more information on how to set up your User Profile, refer to the instruction guide “Setting Up Your User Profile”.

For further assistance, e-mail procurement@ufl.edu or contact Procurement Services at 392-1335 or visit [http://purchasing.ufl.edu/departments/myufmarket/default.asp](http://purchasing.ufl.edu/departments/myufmarket/default.asp).