

## Shopping Using a Form for Service

### Overview

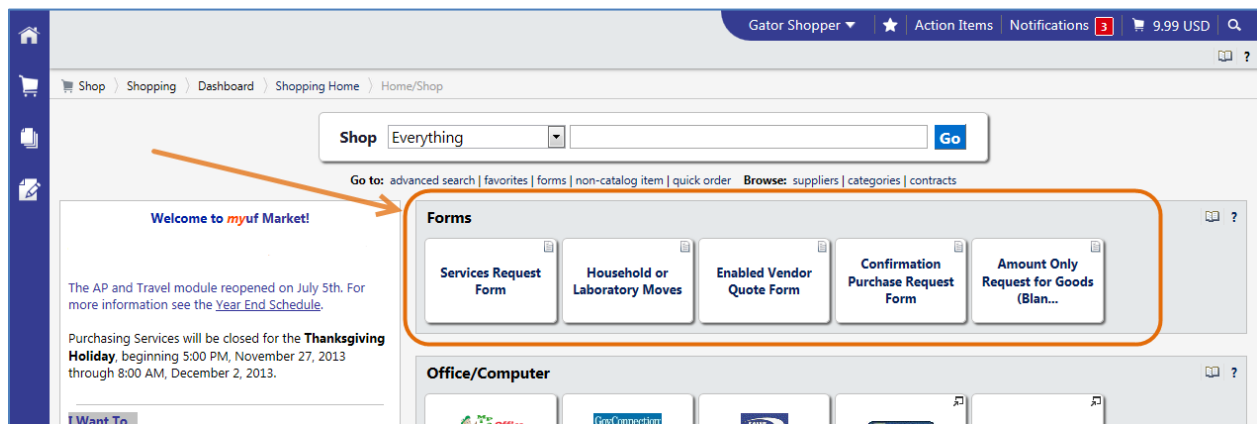
Use this instruction guide to learn how to shop using forms in myUF Market. Use the Standard Service Request Form for any service, examples include: maintenance, repair, printing, catering, consultants, or temporary work. Forms are added to the Active Cart and become a line item in that cart to be processed in the requisition. Refer to the instruction guide, "Shopper's Guide to myUF Market," to create a new cart before shopping. Forms are found in the Forms showcase on the Home/Shop page. Click the link for the form you need, or mouse over the link to read the tooltip with more information. Use the Browse All link for a complete list. You may also find forms in the system by entering a keyword such as "Service" into the Shop at the Top search field and clicking GO. The result set will display the Standard Service Request Form. See the "Using the Product Search" instruction guide for additional information.

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

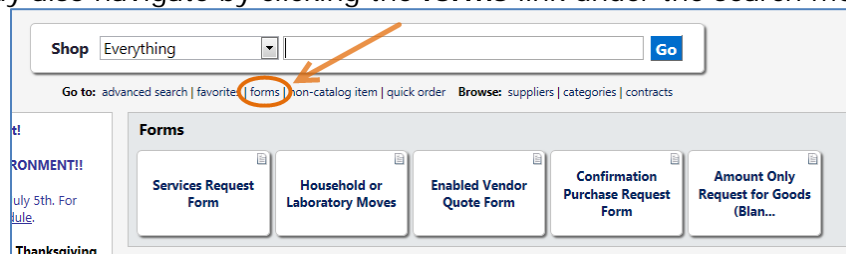
- a. **Clicking Nav bar > Main Menu > My Self Service > myUF Market** for UF\_N\_MKT\_Shopper role.
- b. **Clicking Nav bar > Main Menu > Financials > eProcurement > myUF Market** for UF\_N\_MKT\_Shopper\_Req role (to shop only) UF\_N\_MKT\_Requestor and UF\_N\_MKT\_Financial Approver.

### Standard Service Request Form

1. Use the Forms showcase on the Home/Shop page.



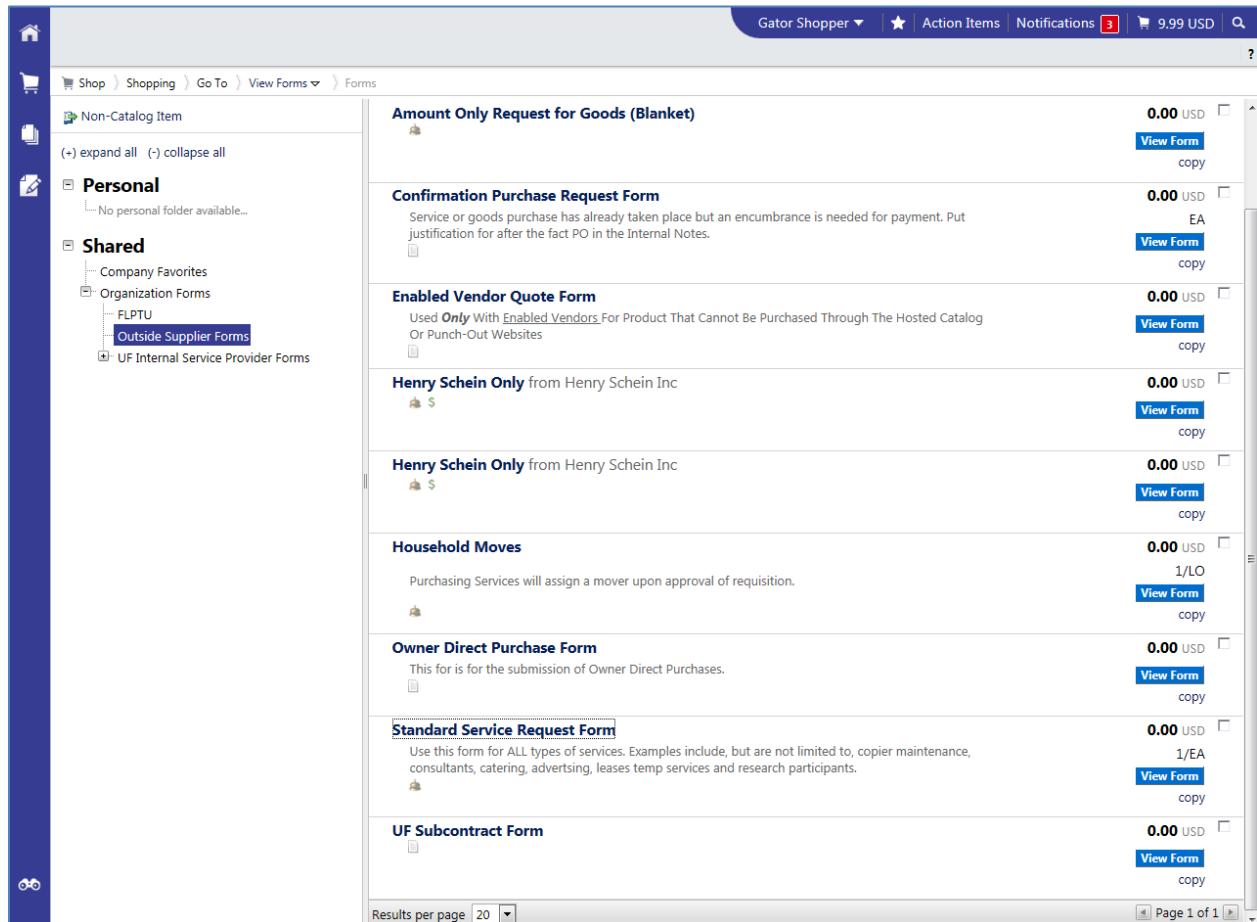
2. Mouse over any Forms link to read more about that form. Click the link for the form you need.
3. You may also navigate by clicking the **forms** link under the search menu.



4. Click the plus (+) sign next to **expand all** to open the menu.

## Shopping Using a Form for Service

5. Click on **Organization Forms > Outside Supplier Forms**. Click on the form name **Standard Service Request Form** to open the form.



6. Follow the instructions on the form and complete the following fields:
  - a. Search for and select a supplier--Enter part of the vendor name in the **Enter Supplier** field and click the vendor from the dropdown list displayed.
  - b. If you do not see your vendor, click the option at the bottom of the list--"Click here to view more supplier results." Or click **supplier search** below the Enter Supplier field.
  - c. Enter **Commodity Code** – click the **search...** link.
    - For a complete list of Commodity Codes, refer to the Procurement website <http://www.purchasing.ufl.edu>.
  - d. The first field for **UOM** (Unit of Measure) is always a "1" for service.
  - e. The second field for **UOM** (Unit of Measure) select from the dropdown.
  - f. Enter **Estimated Cost**.
  - g. Enter the **Quantity**.
  - h. Enter **Service Start and End Dates**.
  - i. Enter **Description** – include a thorough description of the service (deliverable) being provided.
7. When the form is completed, click the **Available Actions** dropdown at the top right.
8. Select **"Add and Go to Cart"** if finished.

## Shopping Using a Form for Service

9. Select “**Add to Cart and Return**” if adding a second line.
10. Click the **GO** button.

The screenshot shows the 'Standard Service Request Form' interface. At the top right, it says 'Available Actions: Add and go to Cart' with a dropdown arrow, a 'Go' button, and a 'Close' button. The form is divided into three main sections: 'Header Information', 'Supplier Information', and 'Service Request Information'.  
1. **Header Information:** Includes the University of Florida logo and 'Service Form Instructions'. The instructions state: 'Use this form to request services from non-UF suppliers. Examples of services include printing, catering, independent contractors and consultants, repairs and maintenance to equipment and buildings, and training.' It also notes that 'Rate, Date, and Deliverable information is required and corresponds to the not to exceed, begin and end date, and Description fields on this form.' and 'Consult the Purchasing website for guidelines in preparing requisitions to independent contractors and consultants (http://purchasing.ufl.edu)'. A note at the bottom says 'Place attachments and comments within the cart.'  
2. **Supplier Information:** Has a field for 'Enter Supplier' with a text input box, followed by 'or supplier search'.  
3. **Service Request Information:** Contains several fields: 'Commodity Code' with a search box; 'UOM' with a dropdown menu showing 'EA - Each'; 'Estimated Cost/Fee per unit (not to exceed)' with a text input box; 'Quantity' with a text input box showing '1'; 'Service Start Date - Service End Date' with a date range selector; and 'Description' with a large text area (254 characters remaining) and an 'expand | clear' link. A 'Total' field at the bottom right shows '0.00'.

### In the Requisition:

1. Change **Distribute By** to Amount instead of Quantity.
  - a. In the requisition (click the Review button inside the cart), in the **Billing** section, under **Other Information**, look for **Distribute By**.
  - b. Click the **Edit** button by the Distribute By.
  - c. Use the dropdown to select Amount instead of Quantity.

### Next Steps

1. As a shopper, assign your cart to a requestor.
  - Refer to the instruction guide, “Shopper’s Guide to Using myUF Market”.
2. As a requestor, complete the requisition.
  - Refer to the instruction guide, “Completing a Requisition in myUF Market”

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