Overview
Use this instruction guide to create a requisition in myUF Market using the **Non-Catalog Item form** for products and goods unavailable from enabled vendors. Vendors who are not enabled in myUF Market will be accessible through the Non-Catalog Item form where you may search the UF vendor. Anyone may use this feature – refer to the instruction guide, “Shopper’s Guide to myUF Market” to create a new cart before shopping. Finding your vendor is much easier with the new auto-complete search feature that searches like a “contains”!

Access myUF Market by navigating to [http://my.ufl.edu/](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.

1. At the **Home/Shop** page, locate the **Forms** showcase located near the top of the page just under the search bar.

2. Between the search bar and the forms showcase, click the **Non-Catalog Item** link in the **Go to:** section of links.

3. The system displays this form:
## Shopping Using the Non-Catalog Item Form

### The Non-Catalog Process

1. Search for the vendor by using the **Enter Supplier** search field.
2. Enter part of the Supplier Name – the system will auto-complete with a list of vendors.
3. Select the vendor by clicking the **vendor name** in the list.
4. If you don’t see your vendor, click the selection at the bottom of the list **“Click here to view more supplier results”**.

### Complete the Form by Entering:

- **Description** – include make and model
- **Catalog No.**
- **Quantity**
- **Price Estimate**
- **Unit of Measure (UOM)**

5. Click the **Save and Close** button to add to the shopping cart.
6. Your items will appear as line items in the cart with your selected vendor.

---

© Training and Organizational Development
Office of Human Resource Services
University of Florida, Gainesville, FL 32611

Updated: January 9, 2018
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”.

3. UF Procurement policy and regulations still apply--please see the Procurement website for quote/bid level requirements.

For assistance, e-mail procurement@ufl.edu or contact the Procurement Services Help Desk at 392-1335 or go to http://purchasing.ufl.edu/departments/myufmarket/default.asp.