

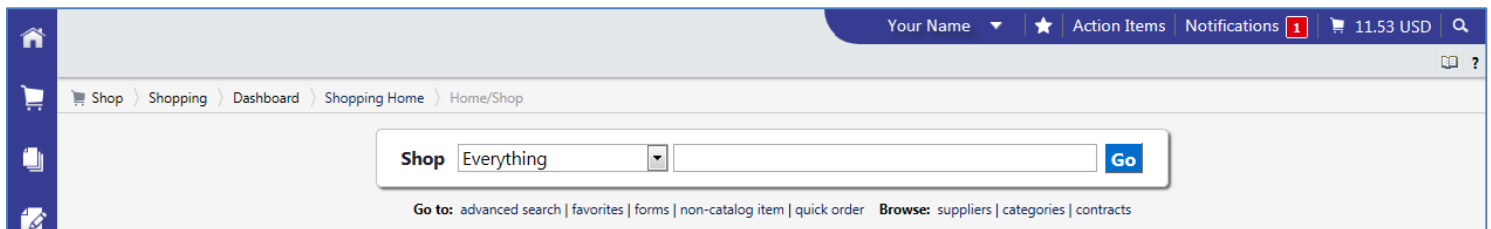
## Shopping Using the Product Keyword Search

### OVERVIEW

Use this instruction guide to learn how to search for products from the hosted and punch-out catalogs in myUF Market and add them to your cart. The Product Search is a very powerful search engine. Start with by entering an item into the search field and follow the steps outlined in this guide to refine your search. Please refer to the instruction guide, "Shopper's Guide to myUF Market" to create a new cart before shopping. Punch-out (using UF-specific websites per vendor) shopping is available as another option; please refer to the instruction guide, "Shopping with the Punch-out Websites. The product search searches punch-out websites as well.

### Navigation

1. Access myUF Market by navigating to <http://my.ufl.edu/> and log in with your Gatorlink username and password, and navigate by:
  - a. Click **Nav bar > Main Menu > My Self Service > myUF Market** for UF\_N\_MKT\_Shopper role, or
  - b. Click **Nav bar > Main Menu > Financials > eProcurement > myUF Market** for UF\_N\_MKT\_Shopper\_Req role (to shop only), the UF\_N\_MKT\_Requestor and UF\_N\_MKT\_Financial Approver
2. The default Home page is the Home/Shop page. If your home page is different then you need to navigate to the Home/Shop page by clicking the **Shopping Cart icon** in the navigation bar on the left side of the screen. Then click the **Shopping Home** link in the flyout menu.
3. To start searching for an item, enter the item in the search field. Include specific search terms, such as "latex-free gloves" instead of just "gloves". The system is flexible with search terms, misspellings, plurals, units of measure and hyphens. Example: 100 ml and 100ml return the same results. Follow the search tips below.



### **Search Tips**

1. Entering a plural will display results for the singular; for example, "Batteries" returns "Battery charger." Searching is flexible with spaces and hyphens; for example, entering "100ml" will display results with "100 ml" and with "100 MI". The myUF Market Search feature is so flexible and powerful, you could enter misspelled or abbreviated words, and the system will still find the closest match and give you results.
2. If you enter an item that is truly not found, click the **Tips for Improving Your Search Results** link. These are useful tips for accomplishing almost any search. Click the **Close** button.

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- If you need additional help in finding the item, click the **Submit Search Feedback to My Administrator** link to send a message and the search string to UF Procurement. The message automatically includes the keywords you entered to search. After entering your message to UF Procurement, click the Submit button. Make sure to include your contact information. UF Procurement will review your message and take the next step to locate the item you need.

### Working with Search Results

- At the search results, use filters on the left-hand side to further narrow the results.
- Use the **Refine and Filter Search panel** on the left and narrow your search results by:
  - Supplier
  - Manufacturer
  - Category
  - Product Flag
  - More...
- Click on any filter to filter the results, or click **More...** to see more options.

The screenshot displays the search results interface. On the left is a 'Filter Results' panel with sections for 'Where are my counts?', 'By Supplier Class', 'By Supplier', and 'By Manufacturer'. The 'By Supplier' section lists Agilent Technologies Inc, Bio Rad Laboratories Inc, Fisher Scientific Co LLC, Grainger, and Millipore Corp. On the right, the main results area shows 'Results per page' set to 20. The first result is 'Energizer(R) AA Batteries, I' with a 'no image available' placeholder. The second and third results are 'Battery, Colony Counter; B the Scienceware Colony Co' from Fisher Scientific Co LLC, each with a 'larger image' link. The fourth result is '6.4v Lith Ion Battery, gen3;'. Each product listing includes links for 'Part Number' and 'Manufacturer Info', and a set of icons representing currency, star ratings, and other attributes.

- Use the **Sort by** dropdown at the top of the Search results to sort results by:
  - Part Number
  - Description

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- c. Size
- d. Packaging UOM
- e. Supplier
- f. Price Low to High
- g. Price High to Low

### Make Your Selection

Select an item by clicking the **Add to Cart** button. For example, select the Energizer AA Batteries from Mister Paper since they offer Free Shipping over 50.00!

no image available

**Energizer(R) AA Batteries, Pack Of 36** from Mister Paper Inc

Part Number 344352

Manufacturer Info E91SBP36H - (Eveready/Energizer Battery Co)

HotList Yes

14.46 USD

Free Shipping over 50.00 USD

36/PK

1 **Add to Cart** ▼

add favorite | compare

### Using the Advanced Search Features

1. If you need to further refine your search, click the **advanced search** link on the left side and under the Search field. Just after **Go to**:

Shop Everything ▼ battery Go

Go to: **advanced search** favorites | forms | non-catalog item | quick order Browse: suppliers | categories | contracts

Results for: Everything : battery

Showing 1 - 20 of 4000+ results with

Results per page 20 ▼ Sort by: Best Match ▼

2. A new search terms box will display.
3. Click the **Everything** dropdown to select a shopping category. Note: The options displayed change for some categories, especially Lab Supplies.

## Shopping Using the Product Keyword Search

**Advanced Search** Everything simple search

**Find Results That Have:**

All of These Words  Supplier

Part Number (SKU)  Manufacturer Name

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**Other Options**

Exact Phrase  Exclude Words

Any of These Words

**Custom Attributes**

HotList

**Search** Hide Advanced Search on search results

**Go to:** [simple search](#) | [favorites](#) | [forms](#) | [non-catalog item](#) | [quick order](#) **Browse:** [suppliers](#) | [categories](#) | [contracts](#)

### Search Fields and When to Use

All of These Words	Only products containing ALL the words here are returned. They don't have to be in the same order.
Any of These Words	Search results will include ANY of the words included here.
Exact Phrase	Products that have the exact words including punctuation and spaces in the same order entered are returned.
Exclude Words	Products including any of the words entered are excluded from the search results. Use in tandem with another of the search fields to narrow the search, as in Must Include The Words = gloves and Exclude the words = leather

For further assistance, e-mail [procurement@ufl.edu](mailto:procurement@ufl.edu) or call Procurement Services Help Desk at 392-1335.