

Shopping With the Punch-Out Websites

Overview

Use this instruction guide to learn how to shop the punch-outs in myUF Marketplace and add selections to your cart. Punch-outs are UF-specific websites provided by vendors with pricing reviewed by Procurement Services. At the Home/Shop page, click the logo of the supplier needed. Supplier logos are found in the body of the page, segregated by product type. Shop and make selections within the site and when ready to return to myUF Marketplace, use the site's navigation buttons to add the items chosen into the myUF Marketplace cart as line items. The punch-out sites provide their own cart to collect selections. Add or delete selections in the punch-out's cart and make your final selections before returning to myUF Marketplace.

Anyone using myUF Marketplace may use this feature. Refer to the instruction guide, "Shopper's Guide to myUF Marketplace" to create a new cart before shopping.

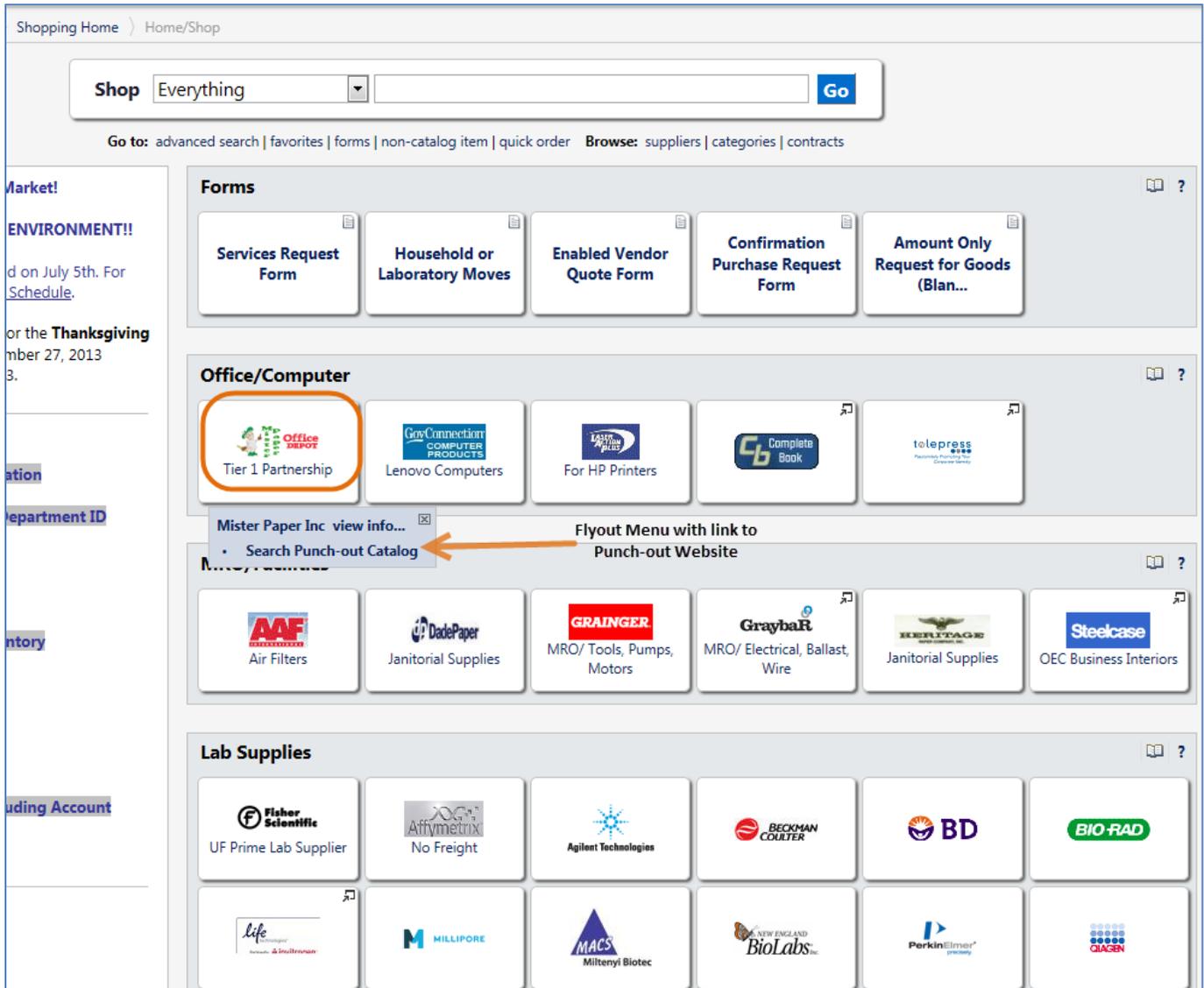
To access myUF Marketplace:

1. Log on to **http://my.ufl.edu** using your Gator Link username and password
2. Click **Nav bar > Main Menu > My Self Service > myUF Marketplace**

Using Punch-outs

1. In the Home/Shop page, click the supplier needed by selecting that supplier's logo.
2. An options box will display for this supplier; some have the Search Punch-out Catalog link.
3. Click this link to display the punch-out page for this supplier.

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3. Although the look and feel of each punch-out is different, they all have common features to aid the shopper, such as:
 - a. A search field at the top of the page and a search button
 - b. Indexes or listings to help shoppers browse through organized topics
 - c. A link or phone number to a company representative for assistance shopping
4. Once you make your selections and add items to the punch-out's cart:
 - a. Look for the view cart button on the vendor's website to see your items
 - b. Delete any you do not wish to purchase here before returning to myUF Marketplace

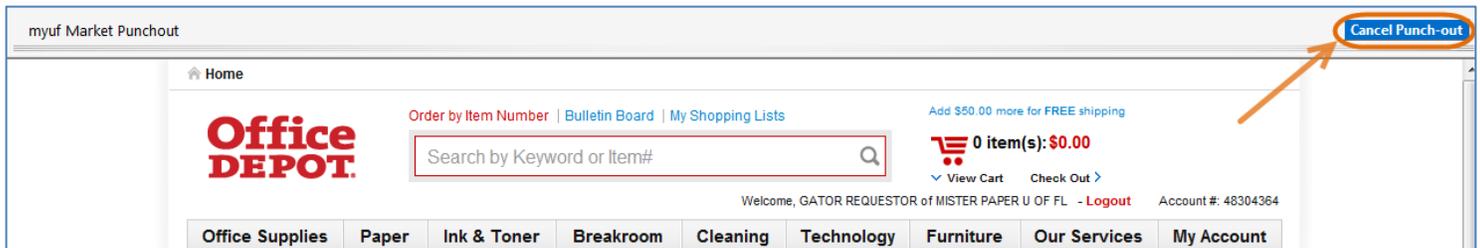
Returning to the Marketplace

1. Each punch-out has unique navigation to return your selections to the myUF Marketplace Active Cart.

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Examples of the language used to return to myUF Marketplace from punchouts include: "Transfer to Procurement System" "Begin Secure Checkout" "Submit Cart" "Submit Order Requisition."

2. To return to the myUF Marketplace from a punch-out website, without any cart items; you can click the Cancel Punch-out button at the top of the punch-out website.



Returning to the Cart in myUF Marketplace

1. Your items will appear as line items, and the punch-out vendor will appear as the vendor.
2. If you have not found your items in catalogs, check with your department on preferred next steps, or create a non-catalog requisition. Refer to the instruction guide, Shopping Using the Non Catalog Item Form.

Next Steps

1. As a shopper, assign your cart to your department requestor.
2. As a requestor, complete the requisition.
 - Refer to the instruction guide, "Completing a Requisition in myUF Marketplace".

For further assistance, e-mail procurement@ufl.edu.