Overview
Use this instruction guide to learn how to shop the punch-outs in myUF Market 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. Some suppliers will have a flyout menu with a link to the punch-out website. Shop and make selections within the site and when ready to return to myUF Market, use the site’s navigation buttons to add the items chosen into the myUF Market 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 Market.

Anyone using myUF Market may use this feature. Refer to the instruction guide, “Shopper’s Guide to myUF Market” to create a new cart before shopping.

To access myUF Market as a shopper only:

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 Market for the UF_N_MKT_Shopper role
3. Click Nav bar > Main Menu > Financials > eProcurement > myUF Market for the UF_N_MKT_Shopper_Req role (to shop)

To access myUF Market as a requestor or approver:

1. Log on to http://my.ufl.edu using your Gator Link username and password
2. Click Nav bar > Main Menu > Financials > eProcurement > myUF Market

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.
4. 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

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

2. Refer to the table below to see which buttons to click for each punch-out:

<table>
<thead>
<tr>
<th>Punch-out</th>
<th>To Add to myUF Market Cart</th>
<th>Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied BioSystems</td>
<td>Continue button &gt; Transfer to Procurement System button</td>
<td>Punch-out User Tips</td>
</tr>
<tr>
<td>GovConnection</td>
<td>Begin Secure Checkout &gt; Submit Cart</td>
<td>Reports and Purchase History</td>
</tr>
<tr>
<td>Fisher Scientific</td>
<td>Checkout link on left &gt; Submit</td>
<td>Hotlists, View Order Status, My Quotes</td>
</tr>
<tr>
<td>Sigma Aldrich</td>
<td>Checkout button &gt; myUF Market cart appears</td>
<td>Virtual Stockroom</td>
</tr>
<tr>
<td>Invitrogen</td>
<td>Preview Order Button &gt; Return Cart for Checkout</td>
<td>Drill down indexes</td>
</tr>
<tr>
<td>Office Depot</td>
<td>Add to Cart &gt; Checkout &gt; Continue</td>
<td>My Shopping Lists</td>
</tr>
<tr>
<td>Graybar</td>
<td>Return to Buying Application link</td>
<td>Recent Web Orders</td>
</tr>
<tr>
<td>Grainger</td>
<td>Go To Requisition Form &gt; Continue &gt; Submit Requisition</td>
<td>Personal List</td>
</tr>
<tr>
<td>Dell</td>
<td>Create Order Requisition &gt; Continue &gt; Submit Order Requisition</td>
<td>Standard Configurations (for UF departments)</td>
</tr>
</tbody>
</table>

3. To return to the myUF Market 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 Market

1. Your items will appear as line items, and the punch-out vendor will appear as the vendor.

2. Assign your cart to your requestor for processing.
PCards in Punch-outs

1. Use your PCard in many of the punch-out websites.

2. A listing of which ones accept the UF PCard can be found at http://purchasing.ufl.edu/departments/myufmarket/default.asp

3. If you do not want to use your PCard with your purchase:
   a. Click the Edit button by the PCard.
   b. Click the Unassign button to remove the card.
   c. Or, add a note to the requestor indicating this when you assign the cart.

To activate your PCard for use in the myUF Market system, navigate to the PCard website at https://www.fa.ufl.edu/apps/purchasing/market/ and click on “Request PCard Use in myUF Market” to enter your information.

   • The UF PCard Team will add your PCard to the system.

4. If you have not found your items in punch-outs, try the myUF Market forms. Refer to the instruction guides.

Next Steps

1. As a shopper, assign your cart to a requestor.

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 or contact Procurement Services Help Desk at 392-1335.