Overview

Use this instruction guide to take advantage of vendors in myUF Market that accept UF PCard as a payment method. If a vendor accepts PCard, your PCard may automatically display in the requisition, depending on your **User Profile** entry for PCard. If you set up your PCard as default, it will display. Notify the Requestor when assigning the requisition in the **Add a Note** section if you would like the Requestor to remove it. You may also remove the PCard from the requisition by using the **Edit** button. PCard policies still apply in the myUF Market.

To access myUF Market as a shopper:
   a. Log on to **http://my.ufl.edu** using your Gator Link username and password.
   b. **Click Nav bar > Main Menu > My Self Service > myUF Market** for the UF_N_MKT_Shopper role.
   c. **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:
   a. Log on to **http://my.ufl.edu** using your Gator Link username and password.
   b. **Click eProcurement > myUF Market.**

Activating Your PCard in myUF Market
   1. To have your PCard ready for use in myUF Market, navigate to Procurement Services website at https://procurement.ufl.edu/forms/pcard-forms/myuf-market-pcard-access-request/ log in and click the myUF Market logo to enter your request.
      • You must have logged in **at least once** to activate your profile in myUF Market.
   2. You can view your PCard in your **User Profile** once it is entered by the PCard Team.
   3. Set it to default to appear on your requisition as payment method.

Shopping with the PCard
   1. For enabled vendors in myUF Market that accept PCard, the myUF Market will show PCard as a payment option in the **Billing** section of the requisition.
   2. From your cart, click the **Bill To and PCard,** or the **Final Review** button at the top to edit.
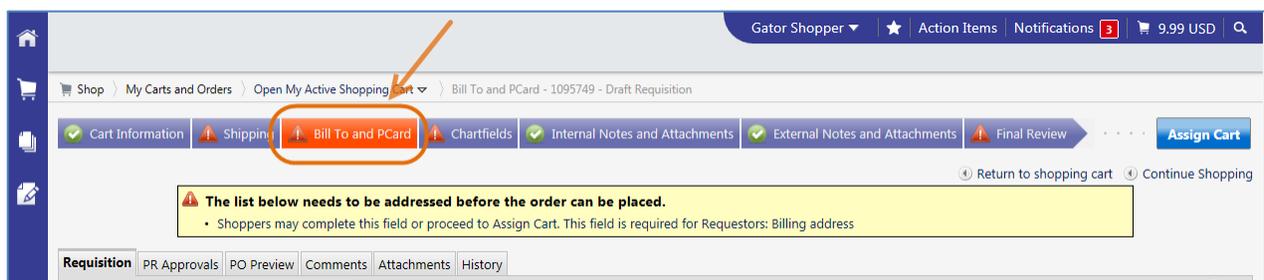
   3. It will not display the entire PCard number, only the last four digits.
   4. If an enabled vendor does **not** accept PCard, it will **not** show the payment option to

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![myuf market logo]

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include PCard.

5. Click the **Unassign** or **Assign** button depending on which displays.

PCard Information   ? X

Select a credit card from
your wallet.   [▼]

_____ **Card Details** _____

Cardholder Name   mpshopper
Card Number   XXXXXXXXXXX1111
Expiration Date   10 / 2010

[Save] [Cancel] [Unassign]

6. You may also add a note to your Requestor when you assign the cart asking to remove the PCard from the requisition, or to add it for use with the requisition.
7. If the PCard appears as a payment option, the Requestor may "assign" it to the purchase if you ask them to do so.
8. The Requestor will "unassign" the PCard from the purchasing request if you decide not to use it for the purchase.

If you do use your PCard
1. After assigning your cart, the Requestor must enter ChartFields needed for that purchase.
2. Know your PCard limits. PCard rules still apply, such as:
    a. Single transaction limits.
    b. Assets not allowed on PCards.
3. The PO will not be imported into myUFL for vouchering.
4. The PCard statement will be reconciled in your department as it has been in the past.

Vendors That Accept PCard
- Go here for a complete list of vendors that accept PCard in myUF Market http://purchasing.ufl.edu/departments/myufmarket/vendors.asp - myUF Market Vendor Quick Reference Tool.

For further assistance, e-mail procurement@ufl.edu or contact Procurement Services Help Desk at 392-1335 or e-mail the PCard Team at PCard@ufl.edu

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