

Using the Supplier Showcase

<u>Overview</u>

Did you ever wonder which vendors you were searching when using the Search field at the top? myUF Market displays suppliers in the new supplier showcase on the Home/Shop page for easy visibility and targeted functionality. The suppliers are segregated by the category of items they offer. To work with a supplier, click its logo and click any of the hyperlink options listed in the popup options box, including a Search field to search for items only from that vendor.

Access myUF Market by navigating to <u>http://my.ufl.edu/</u> and logging in with your Gatorlink username and password, and navigate by:

- a. Clicking 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 you can see the supplier showcase in the body of this page.
- 2. The suppliers are sorted by the category of products they provide.
 - a. If you do not see the supplier you are looking for then simply click the **suppliers** link under the search bar, just beside the heading **Browse:**.
 - b. In this search screen you can find a specific supplier by sorting or by providing search criteria.



3. If there is a supplier you prefer in the supplier showcase, simply click it to open its options box.

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Updated: May 14, 2021 Page **1** of **3**



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4. For example, if you click Fisher Scientific, you will get the following list of hyperlinks:

For this particular supplier, your options are:

- a. Search Hosted Catalog
- b. Categories
- c. Search Punch-out Catalog
- d. Additional Information

5. These options vary by vendor; use the chart below for an explanation:

Vendor Options	Explanation
Search Hosted Catalog	Search this vendor's eCatalog.
Categories	Use drill-down to narrow your search by vendor-defined shopping categories provided.
Search Punch-out Catalog	Shortcut to this vendor's punch-out website.
Additional Information	Links to specific vendor tips and information on the Procurement website – including contract numbers, vendor Hotlist, vendor

- 6. Each vendor will have **different options** appear when clicked. For example, Agilent Technologies, Inc. shows:
 - a. Search Hosted Catalog
 - b. Categories
 - c. Additional Information

MRO/Facilities					0 ?	
Air Filters	DadePaper Janitorial Supplies	GRAINGER MRO/ Tools, Pumps, Motors	GraybaR MRO/ Electrical, Ballast, Wire	Janitorial Supplies	Steelcase OEC Business Interiors	
Lab Supplies 2						
Fisher Scientific UF Prime Lab Supplier	Affymetrix No Freight	Agilant Technologies		😂 BD	BIOTRAD	
Life		Agilent Technologies Search Hosted Catal Categories Additional Informati 	Inc view info og on 되	2	iearch GAGN	
RAININ Pipetting 360°	Santa Cruz - New! Accepts PCard	SIGMA-ALDRICH		Airgas	Com Owers «Minor Select Sites Only	

For further assistance, e-mail <u>procurement@ufl.edu</u> or contact Procurement Services Help Desk at 392-1335.