Instruction Guide

Creating Purchase Orders to Specialty Underwriters

This guide is for creating purchase orders to Specialty Underwriters (SU) for their equipment maintenance program. Departments must create a requisition to Specialty Underwriters and attach the MSA agreement and Coverage page in the external attachments section.

To access myUF Market, logon through the myUFL Portal.
Log on to [http://my.ufl.edu](http://my.ufl.edu) using your GatorLink username and password.
- Click My Self Service > Click myUF Market for the UF_N_MKT_Shopper
- Click eProcurement > Click myUF Market for the UF_N_MKT_Requestor

**Step 1 – Specialty Underwriters will contact departments with renewals**

SU will provide the department with a renewal quotation. Departments should carefully review this to ensure that it includes all the needed equipment.

**Step 2 – Set Up the Requisition with Specialty Underwriters as the supplier**

Use the Service Request Form to
- Set up Service Begin Date and Service End Date for a year
- Search for Specialty Underwriters (Supplier Number 0000000782)
- In the Description, enter “Equipment Maintenance” and list the items and the UF Tag Asset number for each
- Commodity Codes, select one of the following:
  - 81101706 Laboratory Equipment Maintenance
  - 81101709 General Office Equipment Maintenance
**Step 3 – Completing the Requisition with Specialty Underwriters**

- When entering ChartField information, use Account Code 742200 Maintenance Contracts – Equipment.
- Add the Specialty Underwriters quotation number in the External Notes.
- Email your Department Property Contact with the list of equipment to be covered and the quotation number.

<table>
<thead>
<tr>
<th>ChartFields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept ID</td>
</tr>
<tr>
<td>20530012</td>
</tr>
</tbody>
</table>

- **Specialty Underwriters LLC**

<table>
<thead>
<tr>
<th>Description</th>
<th>Catalog No</th>
<th>Size / Packaging</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Maintenance for 2 items 1st Quote /FS14534-228, 2nd Service Level Insurance: 3 multiplex UF Tag 0000800203379 and UF Tag 0000000203039</td>
<td>1/EA</td>
<td>2,101.00</td>
<td>1 EA</td>
<td>2,101.00 USD</td>
<td></td>
</tr>
</tbody>
</table>

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown are for estimation purposes, budget checking, and workflow approvals.

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Subtotal</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2,101.00</td>
<td>2,101.00 USD</td>
</tr>
</tbody>
</table>

**Note:** To cancel during the year, if needed, contact SU to get a pro-rated refund.

**Additional Resources**

- For questions about the Specialty Underwriters program please contact Jadee Rooney jrooney@su-group.com or 800-558-9910 extension 2787.
- For questions on how to set up the requisition, please contact Procurement procurement@ufl.edu or the Procurement Help Desk at 392-1335.
- Information on the program can be found at [http://www.purchasing.ufl.edu/contracts/sugroup.asp](http://www.purchasing.ufl.edu/contracts/sugroup.asp)