Use this guide for the new Agreement Intake Form in myUF Market. Instead of emailing the contract or agreement to UF Procurement, use this form for review and signature. This way you may also track the agreement and communicate with the buyer via comments on the requisition. This form is only meant to be used when there is a no cost agreement, loan equipment, an event that will be paid on a PCard or an agreement on behalf of an organization, such as 4_H where UF is the signatory. This form/requisition does not create a purchase order and it does not encumber any funds.

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

a. Clicking My Self Service > Click myUF Market for UF_N_MKT_Shopper role.
b. Clicking eProcurement > Click myUF Market for UF_N_MKT_Shopper_Req role (to shop only) UF_N_MKT_Requestor and UF_N_MKT_Financial Approver.

To access this form, click on the Forms link at the top of the myUF Market Home Page under the Shop Search field, or click on the Shopping Cart icon on the left-hand menu, then on View Forms. Click on Organization Forms, then on Agreement Intake Form for Departments. Please read the instructions. Complete the sections as shown below.

**Step 1 – Complete Commodity Code, Vendor and Department Contact Information**

- Commodity Codes: Only for use with the following Commodity Codes:
  - Catering - 90100000
  - Hotels Lodging - 90110000
  - Passenger Transport - 78110000
  - Professional Business Services – 80000000

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Vendor on Document</th>
<th>Department/Division</th>
<th>Department Contact Name</th>
<th>Department Phone Number</th>
<th>Department Contact Email</th>
<th>Department Street Address</th>
<th>Vendor Name or dba if different</th>
<th>Vendor Contact Person</th>
<th>Vendor Contact Office Telephone</th>
<th>Vendor Contact Mobile Phone Number</th>
<th>Vendor Contact Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>78110000</td>
<td>Holiday Coach Lines</td>
<td>UF - CPET</td>
<td>Janelle Jones</td>
<td>352 392-2310</td>
<td><a href="mailto:janellej@cpet.ufl.edu">janellej@cpet.ufl.edu</a></td>
<td>Post Office Box 548 Ocoee Florida 34761</td>
<td></td>
<td>Mike Essex</td>
<td>407 523-4300</td>
<td>407 478-4578</td>
<td><a href="mailto:holidayline@aol.com">holidayline@aol.com</a></td>
</tr>
</tbody>
</table>
Step 2 – Complete the Dates, Payment Amount and Payment Information

Please allow Procurement Buyers 10 working days to execute the agreement.

- Requested Deadline **please allow 10 working days**
  - 2/27/2017
- Service Start Date
  - 3/28/2019
- Service End Date
  - 3/30/2019
- Initial Payment Amount
  - 0.00
- Annual Payment Amount
  - 672
- Party Responsible for Payment
  - University of Florida
  - Participants
  - Split - University and Participants
  - N/A - Other (please explain in #3 on this form.)
  - N/A - Revenue generating
- Does the payment Recur?
  - No
  - Yes
- Do you plan to pay with PCard
  - No
  - Yes

Step 3 – Answer Questions on the Agreement

- Should Procurement work directly with the vendor?
  - No
  - Yes

Please enter all UF and UF Health offices that have reviewed this agreement: (If none, enter None.)

None other.

489 characters remaining

Are you aware of any conflict of interest by entering into an agreement with the Contractor?

- No
- Yes

If for software/hardware, has an IT Risk Assessment form been submitted?

- No
- This is not for software or hardware.
- Yes
Step 4 – Complete Additional Information Questions and add Attachments

Additional Information Questions:
1. Briefly summarize interactions with proposed contractor and attach all relevant correspondence.
2. From your perspective, what benefits are derived from entering into this agreement?
3. Please share any additional information such as other products considered?

Please attach the contract.

Step 5 – Add the Form to Cart and Enter ChartFields

Once the form is complete, click the Go button to add to the cart. Name the cart to easily locate later. Click the Proceed to Checkout button to add ChartFields. No funds will be encumbered; the ChartFields are for routing purposes only in myUF Market.

Routing

This will not route to the Department Approver; however, the Department Approver will be notified via email that an Agreement for Intake Form has been submitted. When the requisition is assigned or submitted, please make note of the requisition number to locate it later. This will not create a purchase order. The requisition will only route to the Procurement Buyers, who will work with the vendor and the requestor to execute the agreement.

Tracking

To track it, enter the requisition number in the top right-hand search field.

You may also click on the Shop icon on the left-hand menu > View My Orders (Last 90 Days) and view them there. The Supplier is UF Purchasing and it will show the Requisition (Cart) Name.

For additional help, please contact the UF Procurement Help Desk at procurement@ufl.edu or 352 392-1335.