

**Selecting from Multiple Contracts Within a Cart**

Use this guide to choose which contract to use when there are more than one for a supplier. A cart will give you the option to select the one you would like to use. Usually if a supplier only has one contract associated with it, myUF Marketplace will automatically attach it to a cart when a shopper or a requestor selects the supplier. Use this guide if the link *choose contract...* appears in your shopping cart under the supplier's name.

To access myUF Marketplace, log on through the myUFLPortal. Log on to **http://my.ufl.edu** using your GatorLink username and password and click **Nav bar > Main Menu > My Self Service > myUF Marketplace** to begin.

**Step 1 – Selecting a Contract from Within the Shopping Cart**

When you are in the shopping cart, check to see if the cart contains a contract you have selected. Click the *choose contract...* link to view contracts available for that supplier.

The screenshot shows the myUF Marketplace interface. At the top, there's a header with 'Have you made changes?' and an 'Update' button. Below that is the supplier information for 'W W Grainger Inc', including their myUF Market Electronic Orderin ID and address. A product listing for 'Eccentric Sleeve 1.5InID' is shown with a unit price of 346.05 USD, a quantity of 1, and a total of 346.05 USD. Under the product name, there is a 'Contract' field with the text 'None selected' and a 'choose contract...' link.

Please read any notes listed with the contracts. If you ordered an item from a punchout, there may be a certain contract available for use only with the punchout.

The dialog box is titled 'Select a Price and Contract Here'. It has two main sections: 'Step 1: Select a Price' and 'Step 2: Select a Contract'. In Step 1, there are two radio buttons: '346.05 USD (Current price)' and 'Manual'. The 'Manual' option is selected, and there is a text input field containing '346.05'. In Step 2, there are three radio buttons: 'No Contract', 'CNR-01248 (Maintenance, Repair & Operations Supplies (MRO)) E&I competitively awarded agreement', and 'Grainger\_EandI (Grainger\_EandI)'. The 'Grainger\_EandI' option is selected. Below the radio buttons, there is a note: 'This contract should be used for punch-out clients only. There are separate Grainger contracts per client for hosted catalogs'. At the bottom of the dialog, there are 'OK' and 'Cancel' buttons.

Select the contract needed by clicking the option button by it and clicking the OK button.

**Select a Price and Contract Here**

**Step 1: Select a Price**

Price set currency USD

**346.05 USD**  
(Current price)

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Manual

346.05

**Step 2: Select a Contract**

No Contract

**CNR-01248 (Maintenance, Repair & Operations Supplies (MRO))**  
E&I competitively awarded agreement

**Grainger\_EandI (Grainger\_EandI)**  
This contract should be used for punch-out clients only. There are separate Grainger contracts per client for hosted catalogs

Once the contract is selected, click OK to add it to the cart.

Have you made changes?

Help | Add Non-Catalog Item | Empty cart | Perform an Action for Selected Lines (0 items selected)... | Select All

**GRAINGER** **W W Grainger Inc** more info...

myUF Market Electronic Orderin

Dept 384, N Suburban, IL 60251-0001 US

Free Shipping

The item(s) in this group was retrieved from the supplier's website. [What does this mean?](#)

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) | Item(s) was retrieved on: 8/16/2016 4:18:27 PM

Line(s): 1

Product Description	Unit Price	Quantity	Total
<div style="display: flex; justify-content: space-between;"> <div style="font-size: small;"> <p>Item added on Aug 16, 2016</p> <p><input type="button" value="Add to Favorites"/> <input type="button" value="Remove"/> <input type="button" value="More Actions"/></p> </div> <div> <p><b>Eccentric Sleeve 1.5InID</b></p> <p>Part Number 49G879</p> <p>Manufacturer Info A416.2-LX38-51 - (SANDVIK COROMANT)</p> <p>Contract <a href="#">Grainger_EandI</a> <span style="font-size: x-small;">more info...</span></p> </div> </div>	346.05 USD	1	346.05 USD
	EA	<input type="button" value="Update"/>	
	change price...		

Please refer to [Contract Manager Update](#) page on the UF Procurement website for further information, or call the Procurement Help Desk at 352 392-1335, or email [procurement@ufl.edu](mailto:procurement@ufl.edu).

Other instruction guides available on contracts in myUF Marketplace:

- Using Contracts in myUF Marketplace
- Browsing Contracts from the Contracts Menu
- Changing Contracts within a Requisition