

Instruction Guide

Using a Contract in myUF Marketplace

This guide is to help Shoppers and Requestors use contracts in myUF Marketplace. To use a contract, search by keyword, contract name or number, at the top in the Search field. Follow the ordering instructions in the contract and identify the vendor associated with the contract. This vendor must be in the cart in order to associate the cart with the contract. Requisitions with contracts help maximize negotiated pricing and value, do not need multiple quotes, and do not route to the Buyer workflow step, because the purchasing requirements are already covered in the contract. Use this guide to search for contracts, identify the associated vendor, and use the ordering instructions.

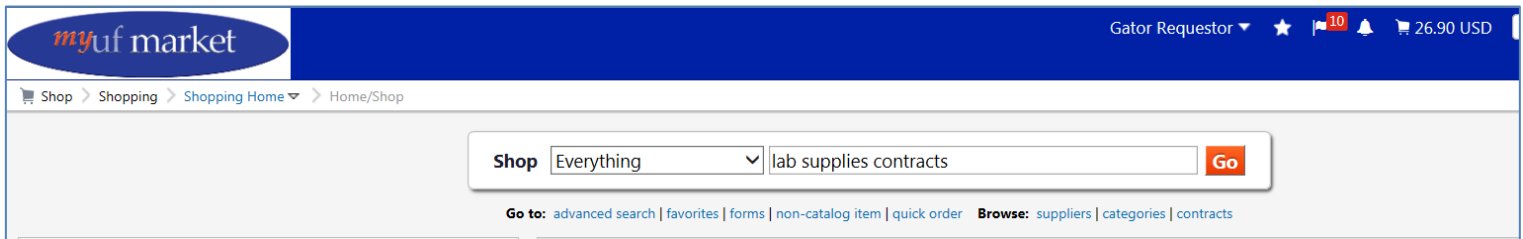
To access myUF Marketplace, log on through the myUFLPortal.

Log on to **http://my.ufl.edu** using your GatorLink username and password

- Click **Nav bar > Main Menu > My Self Service > myUF Marketplace** for the UF_N_MKT_Shopper
- Click **Nav bar > Main Menu > Financials > eProcurement > myUF Marketplace** for the UF_N_MKT_Requestor

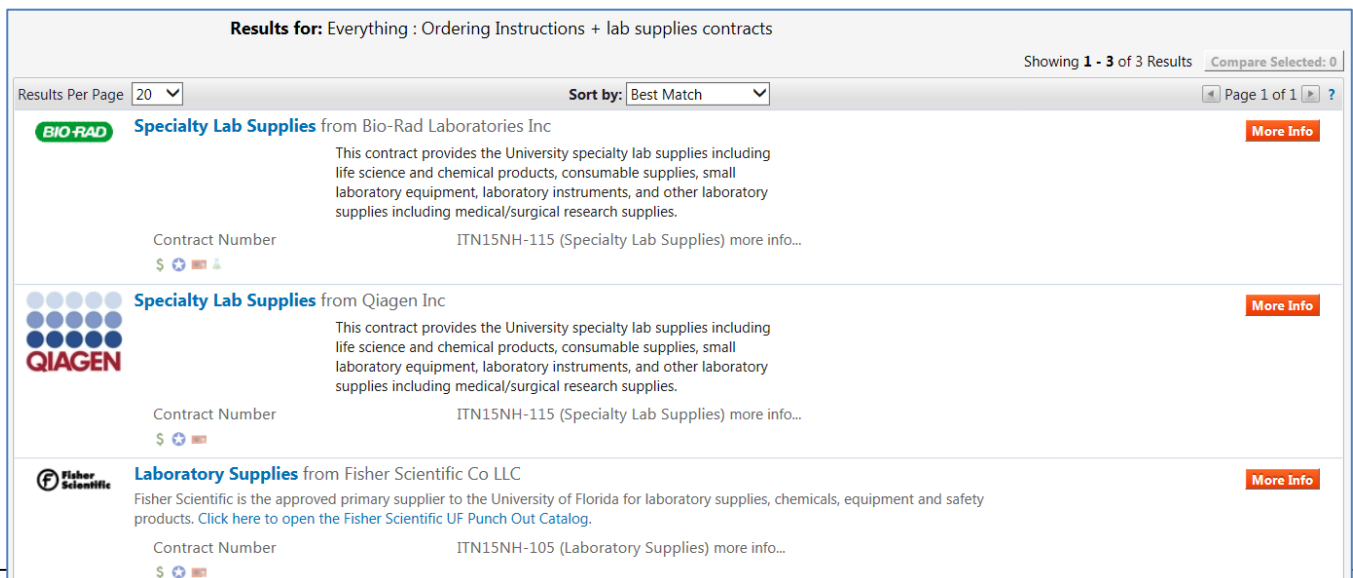
Step 1 – Search for a Contract by Keyword in Shop at the Top in myUF Marketplace

To find a contract for the items or services you need, enter keywords in the Shop at the Top (the search field next to **Shop**). For example, if you need a contract for laboratory supplies, enter the keywords “lab supplies contracts”. Once the keywords have been entered, click the “Go” button



Step 2 – Locate the Contract in the Results

The result will display the **Contract Number** and the supplier(s) associated with the contract. For example, to use Fisher Scientific contract, select this supplier when creating a cart, so that myUF Marketplace automatically adds the contract to the cart. Click the **More Info** button on the right to read the ordering instructions.



Step 3 – Read and Follow the Ordering Instructions

The ordering instructions include ordering tips, resources, when to call the supplier and links to get started shopping, such as for the related supplier’s punchout or a form.

Ordering Instructions

To purchase from this supplier utilizing this UF Fisher contract, please visit the [Fisher Scientific Punch Out](#).

From the [Shopping Home](#) screen click on the Fisher Scientific tile in myUF Market (this will open the [Fisher Punch Out](#)).

To pull in a quote that was created for you move your cursor over “My Account” and then click on “Quotes”. From there you can type in your quote number to find your quote. Click View Details to open your quote, then click Add to Cart.

If you do not have a quote, you can shop for items in the punch out and add items to your cart.

Once you have added items to your cart, click “View Cart” to review your order. Click “Return Cart to Purchasing Application” to pull your cart into My UF Market and complete your requisition. For instructions on how to complete your requisition, [click here](#).

For products that are unable to be purchased through the punch out website, please use the [Enabled Vendor Quote Form](#).

[Close](#)

Step 4 – Additional Search Tips

You may also search for a contract by entering a supplier in the search field, for example, Fastenal. In the filter on the left under **By Result Type**, click on **Ordering Instructions**. This will display the contract.

By Category <ul style="list-style-type: none">Air circulation and parts and accessoriesBeveling toolBin handlersCap screwsCarbon steel SAE 1200 series cold drawn barmore...	larger image
By Product Flag <ul style="list-style-type: none">Recycled	 1" Fastenal Zinc Steel Straight Pegboard Hook with Peg Locks 5Ct from Fastenal Co Part Number 0542982 Manufacturer Info 0542982 - (Fastenal Approved Vendor) \$  
By Packaging UOM <ul style="list-style-type: none">EA	 1/2" Fastenal Zinc Steel Pegboard Hook with Peg Locks 5Ct from Fastenal Co Part Number 0542971 Manufacturer Info 0542971 - (Fastenal Approved Vendor) \$  
By Result Type <ul style="list-style-type: none">ProductsOrdering Instructions	 1-1/2" Fastenal Zinc Steel Pegboard Hook with Peg Locks 5Ct from Fastenal Co Part Number 0542979 Manufacturer Info 0542979 - (Fastenal Approved Vendor) \$  

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Once you see the contract, read the summary, identify the vendor, and click on the More Info button for ordering instructions or direct links to forms or punchouts to start shopping.

The screenshot shows a search interface with a search bar containing 'fastenal' and a 'Go' button. Below the search bar, there are navigation links: 'Go to: advanced search | favorites | forms | non-catalog item | quick order' and 'Browse: suppliers | categories | contracts'. The search results are for 'Ordering Instructions + fastenal', showing 1 result. The result is for 'FASTENAL Maintenance, Repair and Operations (MRO) Supplies and Services from Fastenal Co'. The description states: 'Fastenal provides MRO supplies and related services to UF including fasteners, tools and hardware. A UF core list has been established for deepest discounts and is available in the Fastenal punch out. Free shipping on catalog items. Custom quotes can be retrieved in the punch out. For more information and ordering instructions click the "More Info" button on the right hand side.' The contract number is R142101 (MRO Supplies, Inventory, Management and Value A...) more info... There is a 'More Info' button on the right. On the left, there are filter options: 'Add Keywords', 'Filter Results' (By Supplier: Fastenal Co (1), By Supplier Class: Enabled Vendors (1), Contract Supplier (1), PCard Option (1), By Result Type: Showing only results matching: Ordering Instructions (1)).

Step 5 – Using Provided Links Within Some Contracts to Start Shopping

Some ordering instructions may provide a link to start shopping. Click the link to go directly to the vendor related punchout, or to a form. Remember to check on the supplier and make sure it is the one on the contract. For example, the Fastenal contract has a direct link to the Fastenal punchout for easy shopping.

The dialog box is titled 'Ordering Instructions' and contains the following text: 'For Fastenal's punch out catalog: Click on the Fastenal tile in MyUF Market or click here to open the [Fastenal punch out](#)). Shop for items in the punchout and add items to your cart or click eQuotes at the top of the punchout and search for a quote. For instructions on how to shop in myUF Market [click here](#). For other information or guides please visit the UF Procurement Instructions Guide page on the HR website or [click here](#).' There is a 'Close' button at the bottom.

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Step 6 – Review the Cart to Check the Contract and Items Added

Once you shop from the punchout and add items to the myUF Marketplace cart, the associated contract will show on the cart. For example, below is a cart with a contract attached for Fastenal:

myuf market Gator Requestor 3.90 USD Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - 81349363 - Draft Requisition

Shopping Cart for Gator Requestor 50 Item(s) for a total of 3.90 USD

Name this cart: 2016-11-14 ufrequestor 01

Proceed to Checkout or Assign Cart

Have you made changes? Update

Fastenal Co 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: 1/20/2017 11:48:35 AM

Line(s): 1

Product Description	Unit Price	Quantity	Total
Item added on Jan 20, 2017 Remove 3/8"-16 x 1" Grade 5 Zinc Finish Hex Cap Screw Part Number 110120344 Manufacturer Fastenal Approved Vendor Contract R142101 more info... MRO Supplies, Inventory, Management and Value A... change...	0.0779 USD EA	50 Update	3.90 USD

Below is a cart with the attached contract for Fisher:

Shopping Cart for Gator Requestor 2 Item(s) for a total of 449.98 USD

Name this cart: 2016-11-14 ufrequestor 01

Proceed to Checkout or Assign Cart

Have you made changes? Update

Fisher Scientific Co LLC 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: 2/3/2017 9:09:34 AM

Line(s): 1

Product Description	Unit Price	Quantity	Total
Item added on Feb 3, 2017 Add to Favorites Remove More Actions RCT-BND 96WELL METL CHELTESPK Part Number PI15143 Manufacturer Info 15143 - (THERMO SCI PIERCE BIOTECH) Contract ITN15NH-105 more info... Laboratory Supplies change...	224.99 USD PK	2	449.98 USD

For additional help with contracts, please refer to the [Contract Manager Update](#) page on the UF Procurement website, email procurement@ufl.edu or contact the Procurement Help Desk at 352 392-1335.

Other instruction guides available on contracts in myUF Marketplace:

- Selecting from Multiple Contracts Attached to a Cart
- Browsing Contracts from the Contracts Menu
- Changing Contracts within a Requisition