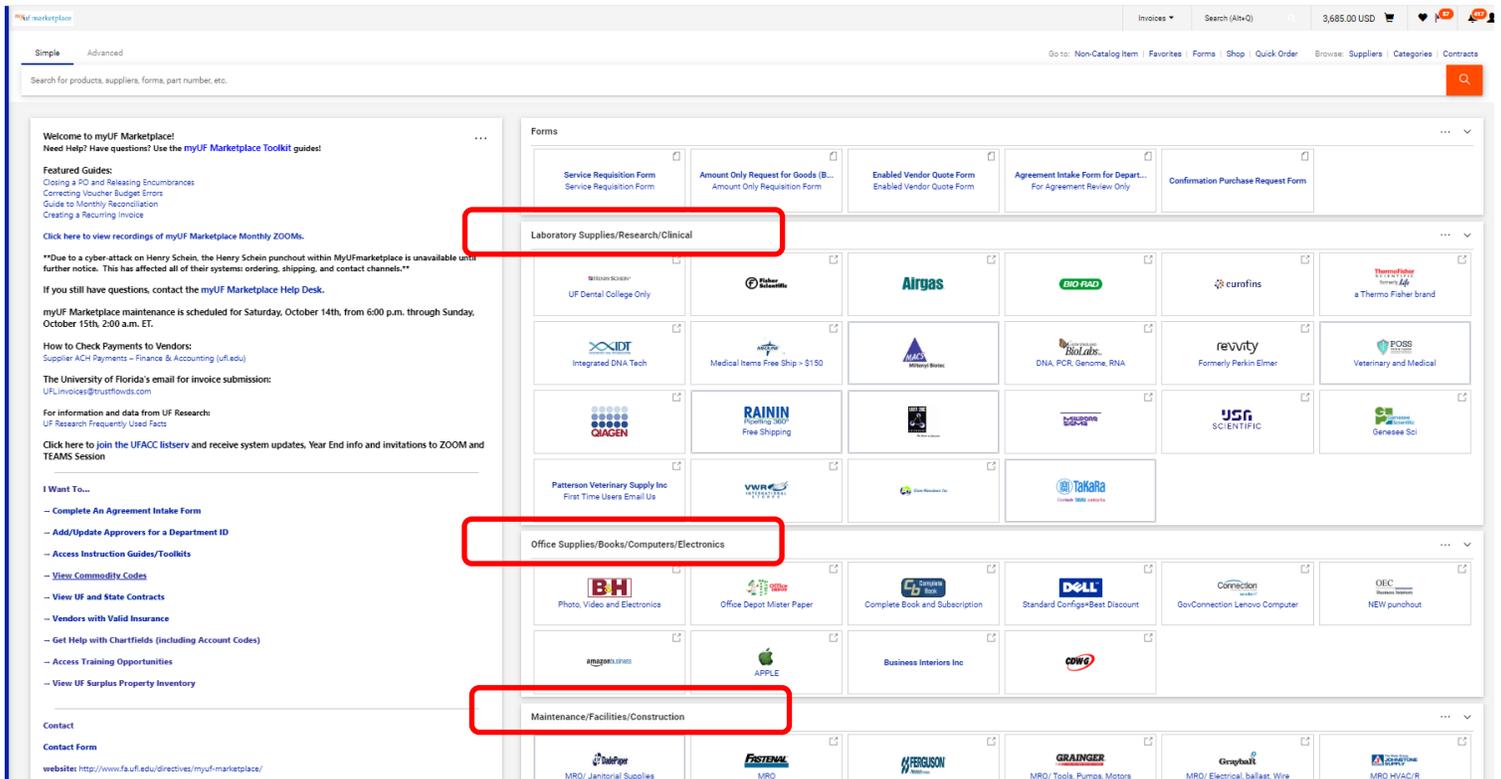## Shopping With the Punch-Out Websites

Overview

Use this instruction guide to shop the punchouts in myUF Marketplace and add selections to your cart. Punchouts are UF-specific websites provided by suppliers with pricing reviewed by Procurement Services. At the Home/Shop page, click the logo of the supplier needed. Supplier logos are found in the body of the page, grouped by product type, such as scientific, MRO or Office Supplies. Shop and make selections within the site and when ready to return to myUF Marketplace, use the site's navigation buttons to add the items chosen into the myUF Marketplace cart as line items. The punchout sites provide their own cart for your items. Add or delete items in the punchout's cart and make your final selections before returning to myUF Marketplace.

To access myUF Marketplace:

1. Log on to **http://my.ufl.edu** using your Gator Link username and password
2. Click **Nav bar > Main Menu > My Self Service > myUF Marketplace**

Using Punchouts

1. In the Home/Shop page, look for the supplier needed by scrolling down to see all the punchouts. Click on the tile to open the punchout.
    - Some tiles won't open since they are hosted catalogs which means they present a list of items instead of a website. Click the orange magnifiying glass to view the list.
   - If a tile does not open to a website, you may need to check your Pop-Up Blocker.

2. Although the look and feel of each punchout is different, they all have common features to aid the shopper, such as:
    a. A search field at the top of the page and a search button
    b. Indexes or listings to help shoppers browse through organized topics
    c. A link or phone number to a company representative for assistance shopping

3. Once you make your selections and add items to the punchout's cart:
    d. Look for the view cart button on the vendor's website to see your items
   e. Delete any you do not wish to purchase here <u>before</u> returning to myUF Marketplace

<u>Returning to the Marketplace</u>

1. Each punchout has unique navigation to return your selections to the myUF Marketplace Active Cart.
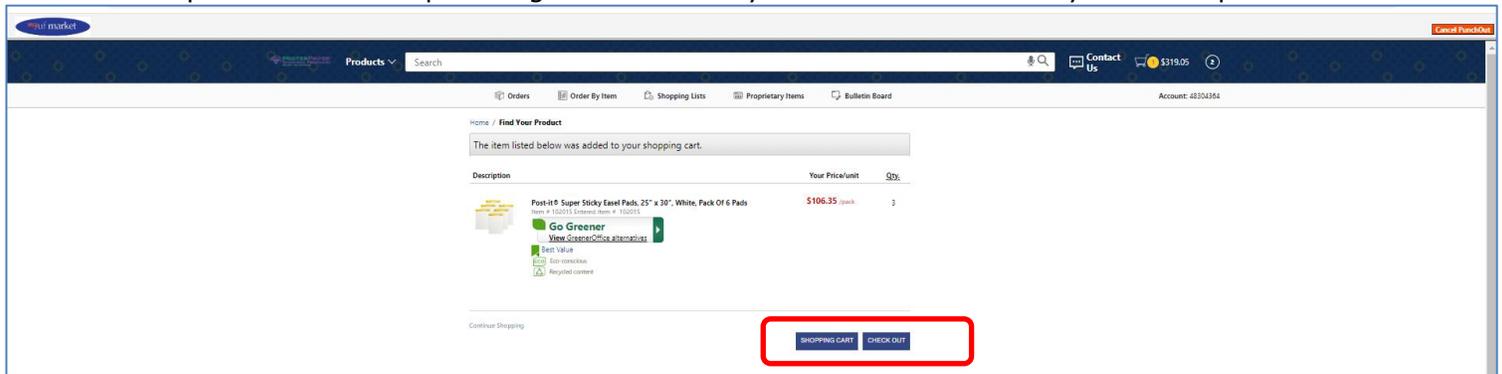
Examples of the language used to return to myUF Marketplace from punchouts include: "Transfer to Procurement System" "Begin Secure Checkout" "Submit Cart" "Submit Order Requisition."

2. Your items will appear as line items, and the punch-out vendor will appear as the vendor.
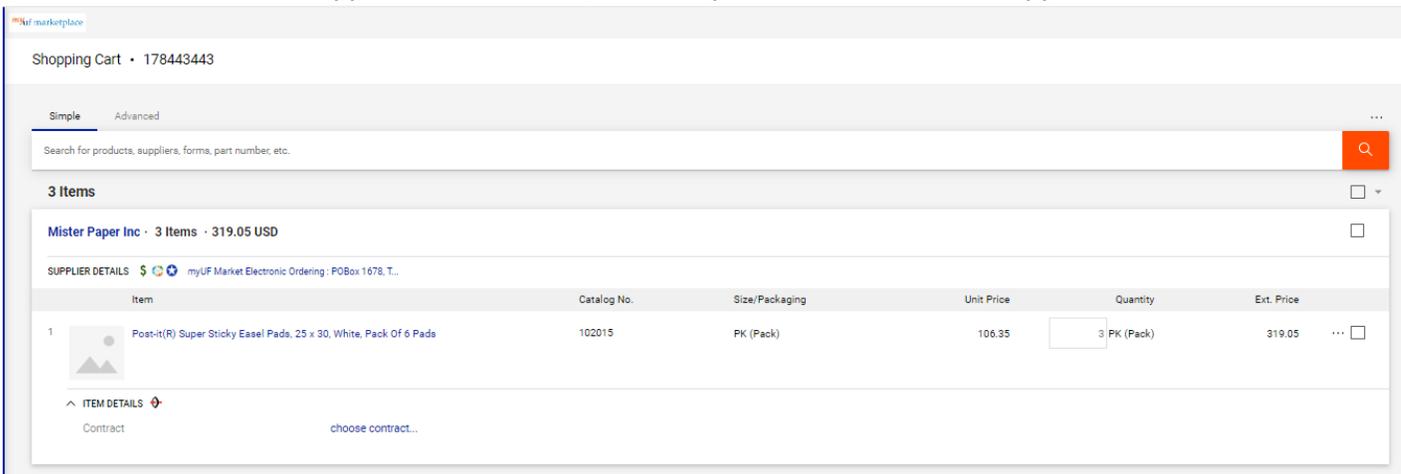
For help with general myUF Marketplace issues, please contact the myUFMarketplace Help Desk at (352) 392-1335 or the online form.