

## **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 <u>before</u> 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 magnifying glass to view the list.
  - If a tile does not open to a website, you may need to check your Pop-Up Blocker.

<sup>19</sup> Kuf marketplace				Invoice	a ▼ Search (Alt+Q)	3,685.00 USD 📜 💌 🔎				
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Search for products, suppliers, forms, part number, etc.						٩				
Welcome to myUF Marketplace!	Forms					v				
Need Help? Have questions? Use the myUF Marketplace Toolkit guides!	۵	۵	۵	۵	۵					
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Creating a Recurring Invoice										
Click here to view recordings of myUF Marketplace Monthly ZOOMs.	JMs.         Laboratory Supplies/Research/Clinical         ··· · ·									
**Due to a cyber-attack on Henry Schein, the Henry Schein punchout within MyUFmarketplace is unavailable until further notice. This has affected all of their systems: ordering, shipping, and contact channels.**	2	Ľ	C	C	C	ThermoFisher				
If you still have questions, contact the myUF Marketplace Help Desk.	UF Dental College Only	E Schertiffe	Airgas	BIO RAD	🔅 curofins	a Thermo Fisher brand				
myUF Marketplace maintenance is scheduled for Saturday. October 14th, from 6:00 p.m. through Sunday. October 15th, 2:00 a.m. ET.	C	6		C	C					
How to Check Payments to Vendors:	XXIDT	metere	ALL S	BioLabs	revvity	POSS				
The University of Florida's email for invoice submission:	Integrated DNA Tech	Medical Items Free Ship > \$150	Miteryi Biotec	DNA, PCR, Genome, RNA	Formerly Perkin Elmer	Veterinary and Medical				
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For information and data from UF Research: UF Research Frequently Used Facts		RAININ Pipeting 360*	4		USA	Converse Converse				
Click here to join the UFACC listserv and receive system updates. Year End info and invitations to ZOOM and TEAMS Session	QIAGEN	Free Shipping	Alter elem			Genesee Sci				
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- Get Help with Chartfields (including Account Codes)	6	C	3	C						
- Access Training Opportunities	amazoniusness	é	Business Interiors Inc	¢DWG)						
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websites http://www.fa.ufi.edu/directives/myuf-marketplace/	MRO/ Janitorial Supplies	MRO	Window Name	MRO/ Tools, Pumps, Motors	MRO/ Electrical, ballast, Wire	MRO HVAC/R				

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**Shopping With the Punch-Out Websites** 

- 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

## Returning to the Marketplace

1. Each punchout has unique navigation to return your selections to the myUF Marketplace Active Cart.

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	Home / Find Your Product		
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	Confine Biopping	SHOPPING CART CHECK OUT	

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.

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Shopping Cart • 178443443						
Simple Advanced						
Search for products, suppliers, forms, part number, etc.						Q
3 Items						
Mister Paper Inc · 3 Items · 319.05 USD						
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∧ ITEM DETAILS ♦						
Contract choose contract						

For help with general myUF Marketplace issues, please contact the myUFMarketplace Help Desk at (352) 392-1335 or the online form.

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