Using a Service Request Form in myUF Marketplace

**Overview**

Use this instruction guide to learn how to shop using forms in myUF Marketplace. Use the Standard Service Request Form for any service, examples include: maintenance, repair, printing, catering, consultants, or temporary work. Forms are added to the Active Cart and become a line item in that cart to be processed in the requisition. Refer to the instruction guide, “Completing a Requisition in myUF Marketplace,” to create a new cart before shopping. Forms are found in the Forms showcase on the Home/Shop page. Click the link for the form you need, or mouse over the link to read the tooltip with more information. You may also click on Forms at the very top for a full list.

Access myUF Marketplace by navigating to [http://my.ufl.edu](http://my.ufl.edu) and logging in with your Gatorlink username and password, and navigate by:

a. **Clicking Nav bar > Main Menu > My Self Service > myUF Marketplace** for UF_N_MKT_Shopper role.

b. **Clicking Nav bar > Main Menu > Financials > eProcurement > myUF Marketplace** for UF_N_MKT_Shopper_Req role (to shop only) UF_N_MKT_Requestor and UF_N_MKT_Financial Approver.

**Standard Service Request Form**

1. Use the Forms showcase on the Home/Shop page.
2. Follow the instructions on the form and complete the following fields:
   a. Search for and select a supplier--Enter part of the vendor name in the **Enter Supplier** field and click the vendor from the dropdown list displayed.
   b. If you do not see your vendor, click the option at the bottom of the list--"Click here to view more supplier results." Or click **supplier search** below the Enter Supplier field.
   c. Enter **Commodity Code** – click the **search**... link. **Note: Commodity Codes for services begin with an “8”**.
      - For a complete list of Commodity Codes, refer to the Procurement website [http://www.purchasing.ufl.edu](http://www.purchasing.ufl.edu).
   d. The first field for **UOM** (Unit of Measure) is always a “1” for service.
   e. The second field for **UOM** (Unit of Measure) select from the dropdown.
   f. Enter **Estimated Cost**.
   g. Enter the **Quantity**.
   h. Enter **Service Start and End Dates**.
   i. Enter **Description** – include a thorough description of the service (deliverable) being provided.
3. When the form is completed, click the **Available Actions** dropdown at the top right.
4. Select “**Add and Go to Cart**” if finished.
5. Click the **GO** button. Here is an example of a completed form:
In the Requisition:
1. Make sure to enter a **Business Purpose** to explain why these services are needed on behalf of the department.
2. Use an account code for Service such as 717000 Laboratory Services. Account codes for services begin with 71.

For further assistance, contact the [Marketplace Help Desk](#).