

Using a Service Request Form in myUF Marketplace

Overview

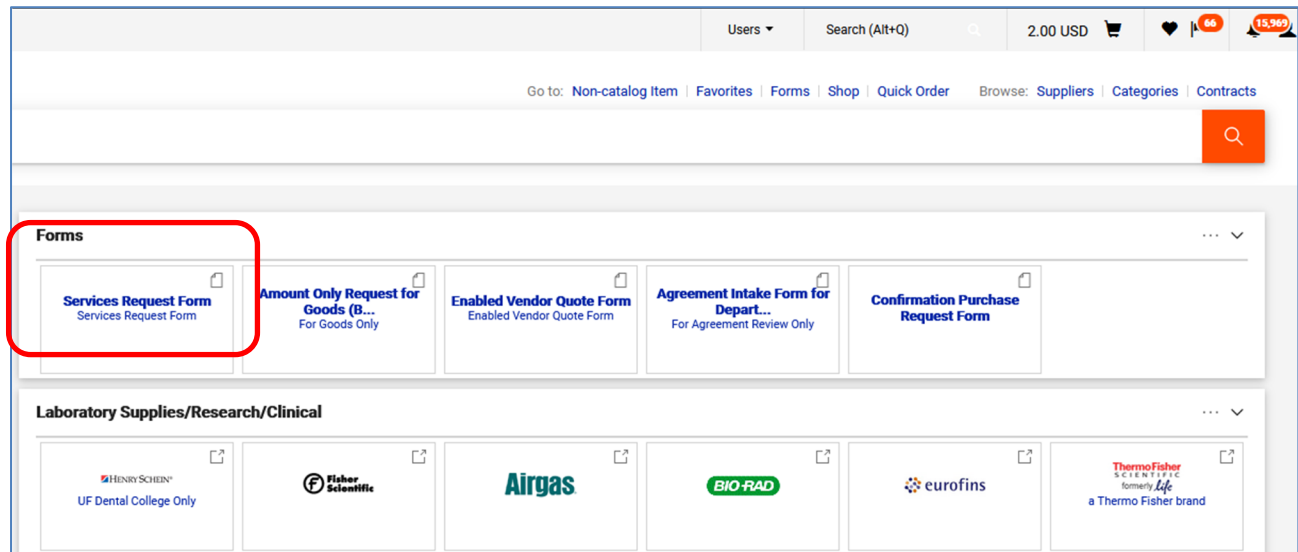
Use this instruction guide to learn how to shop using forms in myUF Marketplace. Use the Standard Service Request Form for any service, examples include: maintenance, repair, printing, catering, consultants, or temporary work. Forms are added to the Active Cart and become a line item in that cart to 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> 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>.
 - 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:

Services Request Form Available Actions: Add and go to Cart Go Close

Form History

Header Information

Service Form Instructions

Use this form to request services from suppliers. Examples of services include printing, catering, independent contractors and consultants, repairs and maintenance to equipment and buildings, and training.

Rate, Date, and Deliverable information is required and corresponds to the not to exceed, begin and end date, and Description fields on this form.

Consult the Purchasing website for guidelines in preparing requisitions to independent contractors and consultants (<http://purchasing.ufl.edu>).

Place attachments and comments within the cart.

UOM should always be 1; quantity is the number of units you are requisitioning. Revised March 25, 2022 v2

Supplier Information

Supplier University of Massachusetts [more info...](#)

Fulfillment Address Bursars Office: (preferred)
c/o Bursars Office
55 Lake Ave N
Worcester, Massachusetts 01655 United States

Distribution Method

The system will distribute purchase orders using the method(s) indicated below.
Check this box to customize order distribution information. ✖

Email (HTML Attachment) megan.barbale@umassmed.edu

Service Request Information

Commodity Code	85000000
UOM	1 LO - Lot
Estimated Cost/Fee per unit (not to exceed)	1.00
Quantity	2,000
Service Begin Date	3/29/2022
Service End Date	12/31/2022
Description	Blanket PO for NAB testing services for Dr. Meg Sleeper
Work Order/Project Number	no value
	✓

Total 2,000.00
[See configuration for this 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](#)**.