

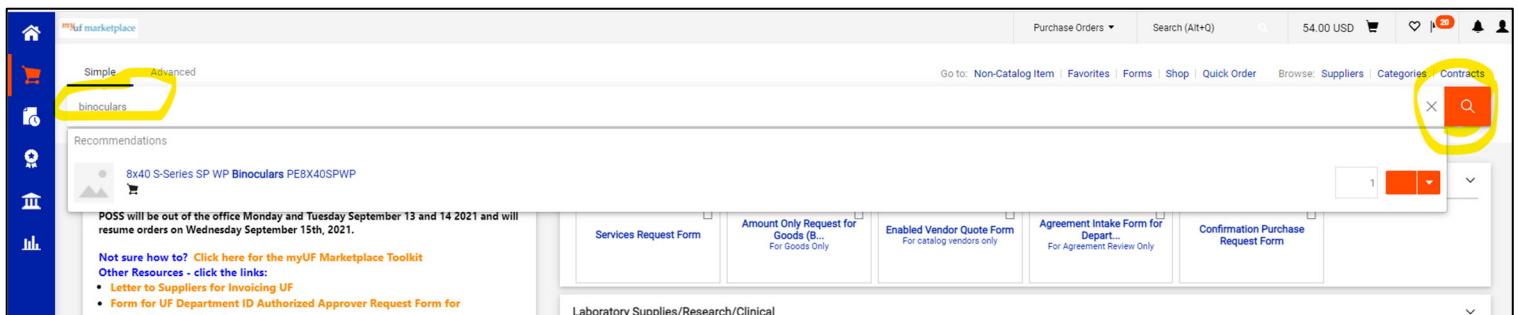
Shopping Using the Product Keyword Search

OVERVIEW

Use this instruction guide to learn how to search for products from many of the hosted and punch-out catalogs in myUF Marketplace at the same time and add them to your cart. The Product Search is a very powerful search engine. Start by entering an item into the search field and follow the steps outlined in this guide to refine your search. Please refer to the instruction guide, "Shopper's Guide to myUF Marketplace" to create a new cart before shopping. Punch-out (using UF-specific websites per vendor) shopping is available as another option; please refer to the instruction guide, "Shopping with the Punch-out Websites." The product search searches most but not all punch-out websites.

Navigation

1. Access myUF Marketplace by navigating to <http://my.ufl.edu/> and log in with your Gatorlink username and password, and navigate by:
 - a. Click **Nav bar > Main Menu > My Self Service > myUF Marketplace** for UF_N_MKT_Shopper role, or
 - b. Click **Nav bar > Main Menu > Financials > eProcurement > myUF Marketplace** for UF_N_MKT_Shopper_Req role (to shop only), the UF_N_MKT_Requestor and UF_N_MKT_Financial Approver
2. The default Home page is the Home/Shop page. If your home page is different, then you need to navigate to the Home/Shop page by clicking the **Shopping Cart icon** in the navigation bar on the left side of the screen. Then click the **Shopping Home** link in the flyout menu.
3. To start searching for an item, enter the item in the search field. Include specific search terms, such as "latex-free gloves" instead of just "gloves". The system is flexible with search terms, misspellings, plurals, units of measure and hyphens. Example: 100 ml and 100ml return the same results. For example, enter "binoculars". The system will offer recommendations, or you may run the search by clicking the orange box with the magnifying glass on the far right.



Search Tips

1. Entering a plural will display results for the singular; for example, "Batteries" returns "Battery charger." Searching is flexible with spaces and hyphens; for example, entering "100ml" will display results with "100 ml" and with "100 MI". The myUF Marketplace Search feature is so flexible and powerful, you could enter misspelled or abbreviated words, and the system will still find the closest match and give you results.
2. If you enter an item that is truly not found, click the **Tips for Improving Your Search Results** link. These are useful tips for accomplishing almost any search. Click the **Close** button.

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- If you need additional help in finding the item, click the **Submit Search Feedback to My Administrator** link to send a message and the search string to UF Procurement. The message automatically includes the keywords you entered to search. After entering your message to UF Procurement, click the Submit button. Make sure to include your contact information. UF Procurement will review your message and take the next step to locate the item you need.

Working with Search Results

- At the search results, use filters on the left-hand side to further narrow the results.
- Use the **Refine and Filter Search panel** on the left and narrow your search results by:
 - Supplier
 - Manufacturer
 - Supplier Class (Contract, Enabled, Small Diverse Business)
 - More...

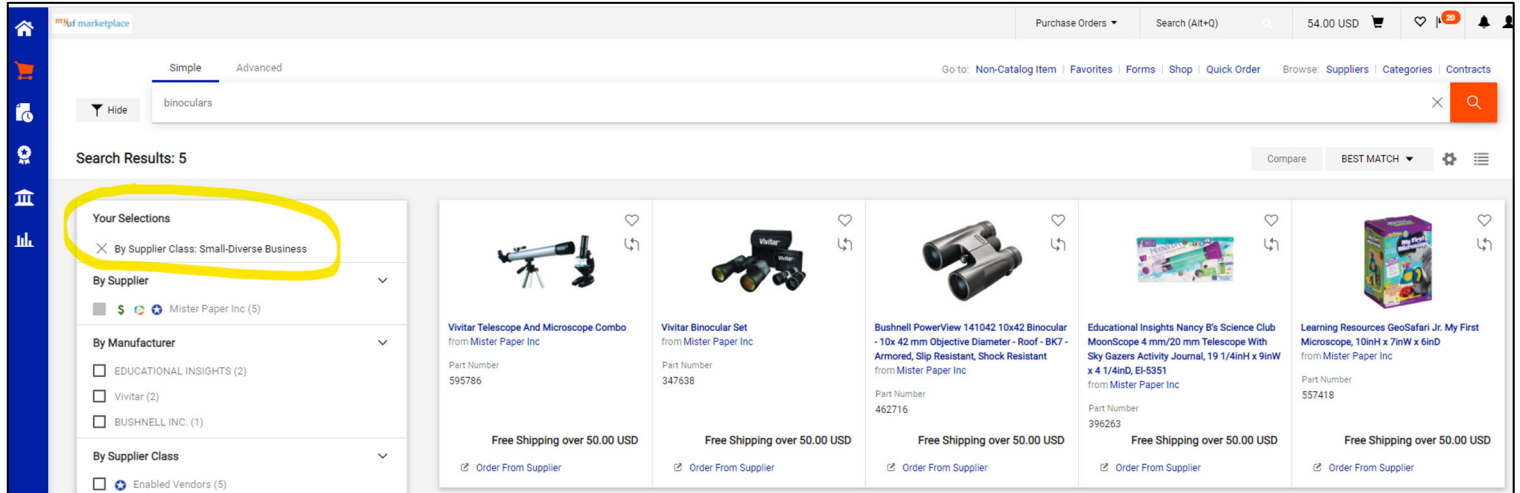
Check a box on the left to narrow the search results. For example, Small Diverse Business:

The screenshot shows the UF Marketplace search results for 'binoculars'. The left sidebar contains filters for Supplier, Manufacturer, and Supplier Class. The 'Supplier Class' filter has 'Small-Diverse Business' selected. The main area displays 12 binocular products with details like price, shipping, and 'Add To Cart' buttons.

Product Name	Supplier	Part Number	Price	Shipping	Action
Paper Binoculars - 32-501, Paper Binoculars	VWR International LLC	470102-468 (PK)	Free Shipping	17.40 USD	Add To Cart
Fast Focus Binoculars - 29/10 X 50, Fast Focus Binoculars	VWR International LLC	470006-648 (EA)	Free Shipping	61.56 USD	Add To Cart
Bushnell Insta-Focus™ Wide-Angle Binoculars, 7X35 - 4726, Bushnell Insta-Focus™ Wide-Angle Binoculars	VWR International LLC	470012-272 (EA)	Free Shipping	74.38 USD	Add To Cart
Bushnell 10x50 Binoculars - 13-1056, Bushnell Binoculars, 10X50	VWR International LLC	470015-066 (EA)	Free Shipping	86.70 USD	Add To Cart
Bushnell Powerview 20x50 Binoculars - 132050, Bushnell Powerview Binoculars, 20 x 50	VWR International LLC	470002-252 (EA)	Free Shipping	104.49 USD	Add To Cart
8x42 SV II Binoculars (Green)	B&H Foto & Electronics Corp	1521058-REG			Order From Supplier
10x42 WP Crossover Binoculars (Black)	B&H Foto & Electronics Corp	1508016-REG			
7.5x44 RAPID Binoculars	B&H Foto & Electronics Corp	1508026-REG			
10x50 SV II Binoculars (Green)	B&H Foto & Electronics Corp	1521059-REG			
12x50 SV II Binoculars (Green)	B&H Foto & Electronics Corp	1521060-REG			
10x42 Monarch HG Binoculars (Refurbished by Nikon USA)	B&H Foto & Electronics Corp	1507313-REG			
10x20 IS Image-Stabilized Binoculars	B&H Foto & Electronics Corp	1517043-REG			

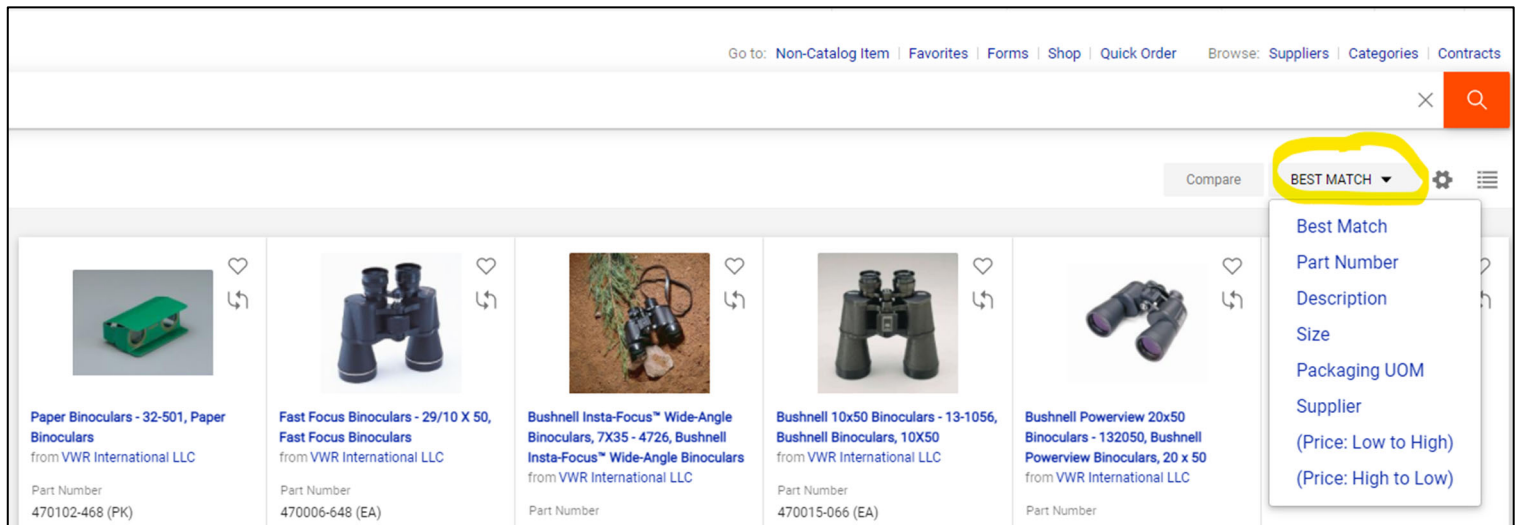
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3. Use the **Sort by** dropdown at the top of the Search results to sort results by:

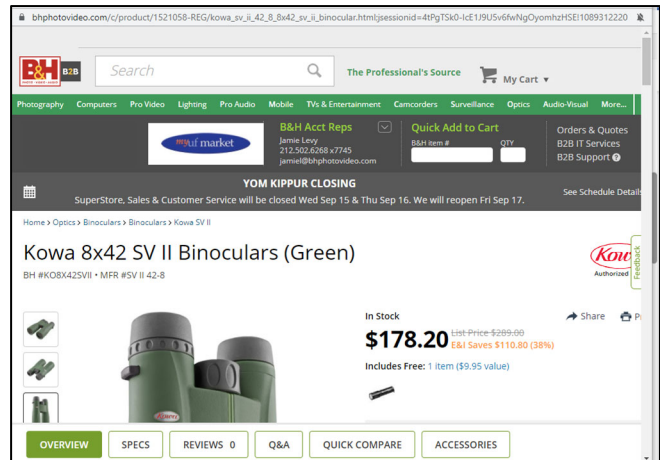
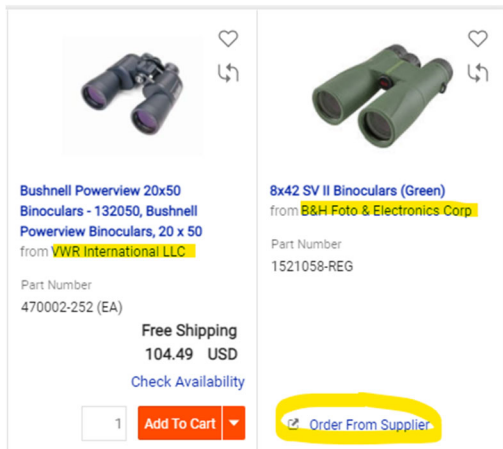
- Part Number
- Description
- Size
- Packaging UOM
- Supplier
- Price Low to High
- Price High to Low



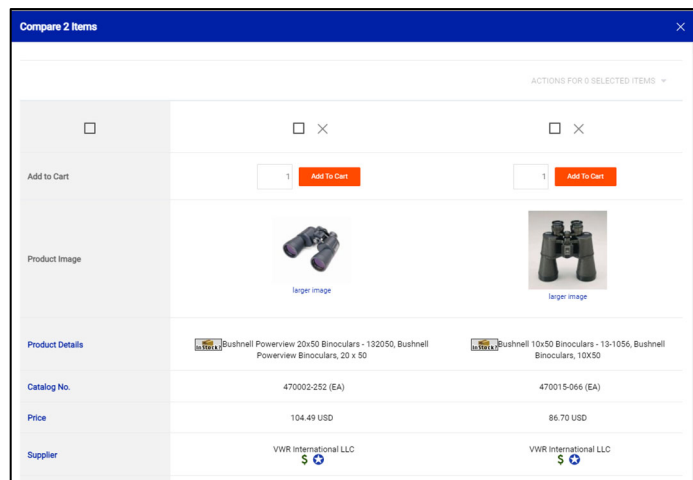
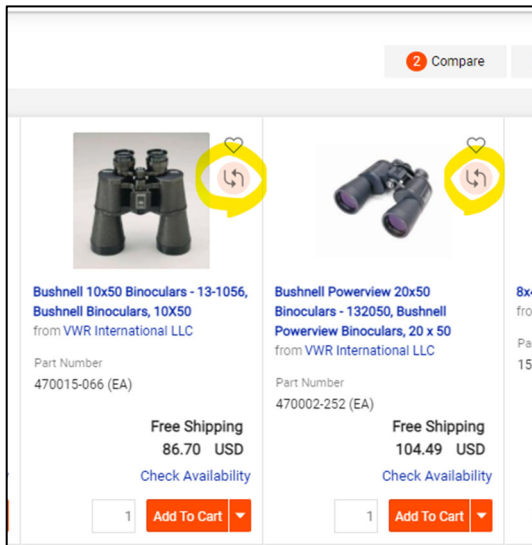
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Make Your Selection

Select an item by clicking the **Add to Cart** button or Order From Supplier to see the item in the supplier's punchout website. Different suppliers will show different choices:



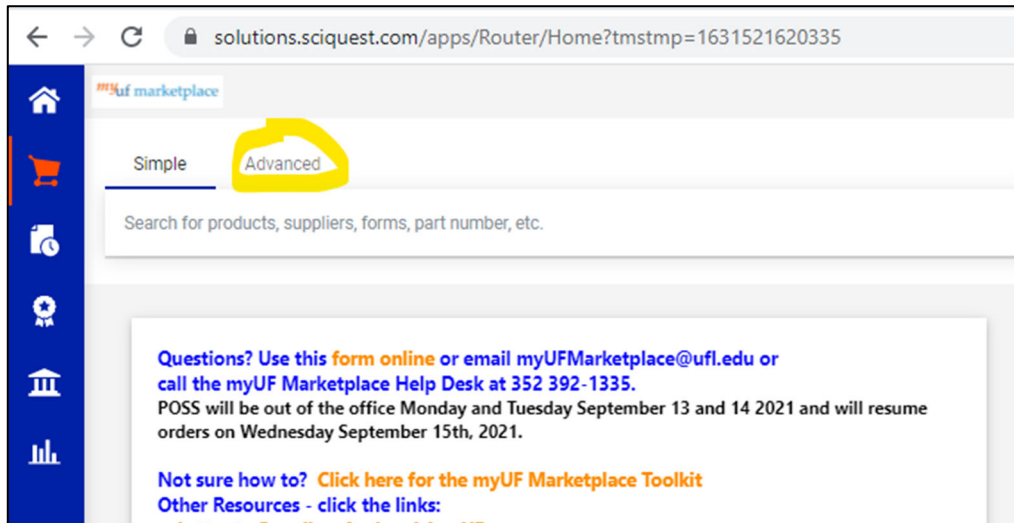
You may also compare items by clicking the swirling arrows to add to **Compare** list, then click the Compare button to view your list:



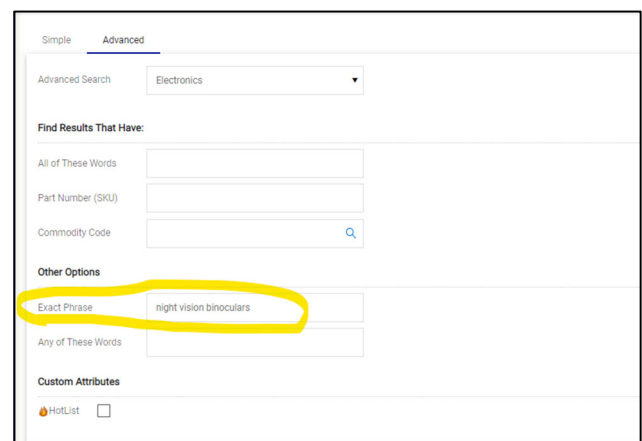
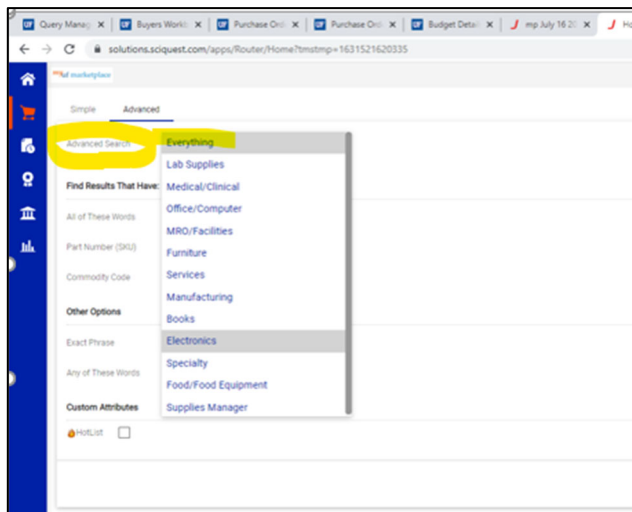
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Using the Advanced Search Features

1. If you need to further refine your search, click the **advanced search** link on the left side and under the Search field. Just after **Go to**:

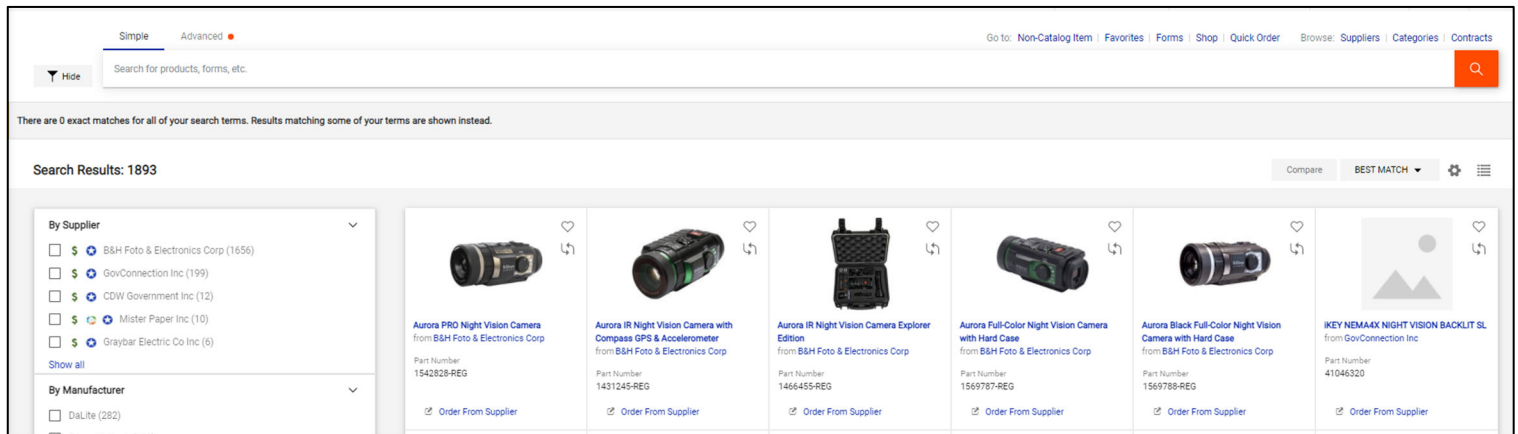


2. A new search terms box will display.
3. Click the **Everything** dropdown to select a shopping category. For example, click on Electronics to narrow your search. Then enter an Exact Phrase, for example, "night vision binoculars":



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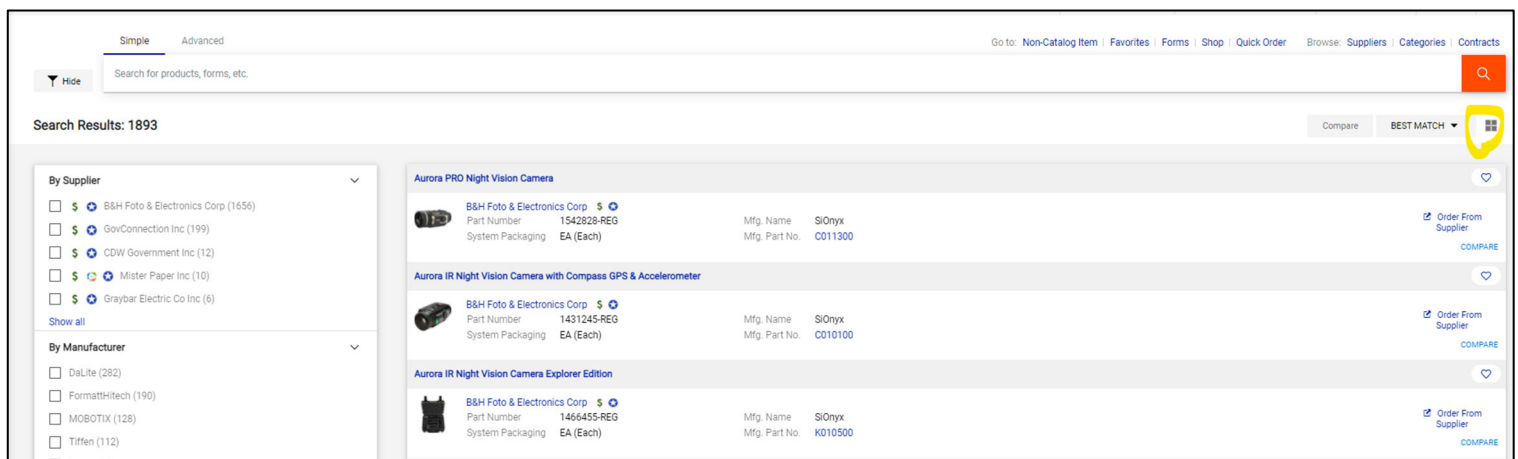
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Search Fields and When to Use

All of These Words	Only products containing ALL the words here are returned. They don't have to be in the same order.
Any of These Words	Search results will include ANY of the words included here.
Exact Phrase	Products that have the exact words including punctuation and spaces in the same order entered are returned.
Exclude Words	Products including any of the words entered are excluded from the search results. Use in tandem with another of the search fields to narrow the search, as in Must Include The Words = gloves and Exclude the words = leather

If you prefer to see the search results in a list, click the square on the top right to switch to this format:



For further assistance, e-mail procurement@ufl.edu or call Procurement Services Help Desk at 392-1331.