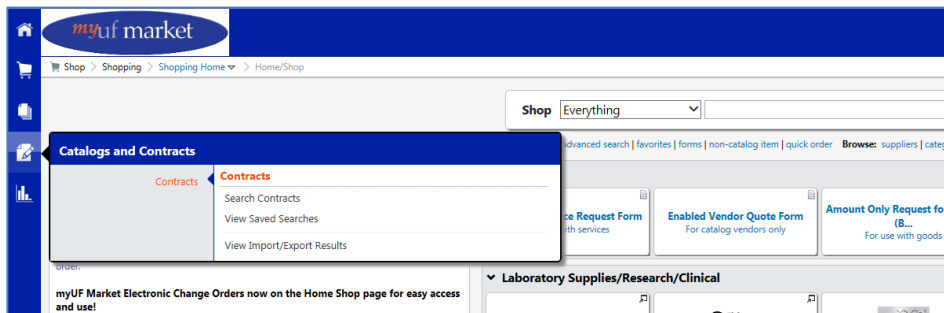


Use this guide to browse UF contracts in myUF Marketplace from within the Contracts module on the left-hand menu and from Dashboards for Requestors and Approvers. View what contracts are active and available for use in myUF Marketplace.

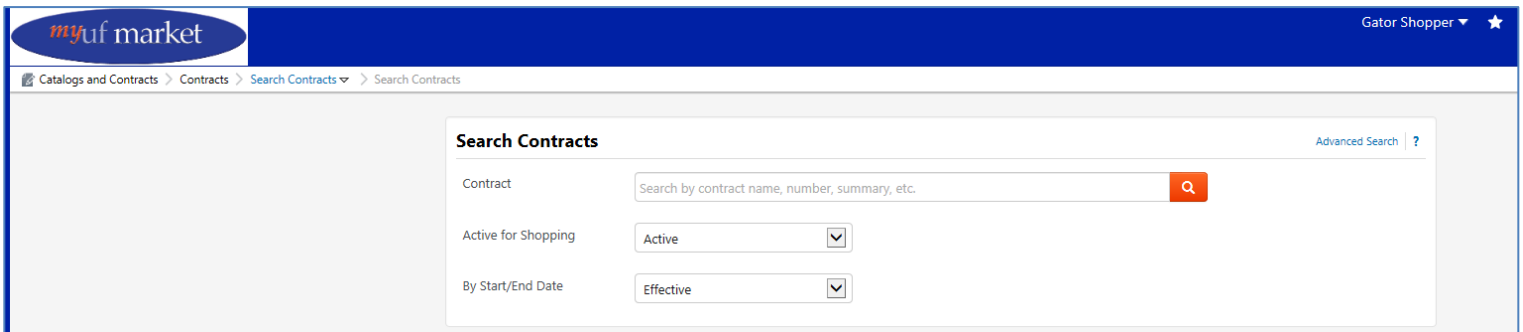
To access myUF Marketplace, log on through the myUFL Portal. Log on to <http://my.ufl.edu> using your GatorLink username and password and click **Nav Bar > Main Menu > My Self Service > myUF Marketplace** to begin.

### **Step 1 – Start at the Contracts Menu**

Start at the left-hand menu, and click on the Pencil and Paper icon to open the Catalogs and Contracts menu. Click on **Search Contracts** to begin.



At the Search Contracts page, click the **Advanced Search** link on the top right.



### **Step 2 – To Find Current and Active Contracts**

The **By Start/End Date** should be set to "Effective":

**Search Contracts - Advanced** Simple Search | ?

Contract Number	<input type="text"/>	By Start/End Date	Effective <input type="button" value="v"/>
Contract Name	<input type="text"/>	Supplier	Type to filter... <input type="button" value="Q"/>
Keywords	<input type="text"/>	Supplier Class	<input type="button" value="v"/>

Click on **eProcurement**, then set the **Active for Shopping** field to "Active" – click the Search button to browse all active and current contracts.

**Search Contracts - Advanced** Simple Search | ?

Contract Number	<input type="text"/>	By Start/End Date	Effective <input type="button" value="v"/>
Contract Name	<input type="text"/>	Supplier	Type to filter... <input type="button" value="Q"/>
Keywords	<input type="text"/>	Supplier Class	<input type="button" value="v"/>
Contract Type	Type to filter... <input type="button" value="Q"/>		
Contract Status	<input type="button" value="v"/>		
Contract Version Type	<input type="button" value="v"/>		
Contract Manager	<input type="radio"/> Any <input type="radio"/> Me <input checked="" type="radio"/> Pick... <input type="text" value="Name, User Name, Email"/> <input type="button" value="Q"/>		

[Expand All](#) | [Collapse All](#)

**▼ eProcurement**

Active for Shopping  Active

**> Status Flags**

**Step 3 – Narrow Your Search by Using the left-hand filter in the Search results:**

**Contract Search Results**

1-16 of 16 Results

Sort by: Best Match | 20 Per Page

**Contract Details**

**VWR\_Florida\_EandI**  
WVR\_Florida\_EandI  
Supplier: VWR International | Start Date: 1/2/2013 | Version Type: Renewal  
Contract Type: - | End Date: 6/30/2018 | Renewal No.: 1  
Active for Shopping: Yes

**R142101**  
MRO Supplies, Inventory, Management and Value Added Industrial Services  
Supplier: Fastenal Co | Start Date: 4/1/2015 | Version Type: Original  
Contract Type: - | End Date: 3/31/2018 | Renewal No.: 0  
Active for Shopping: Yes

**ITN13TM-116**  
Temporary Help Services  
Supplier: Career Center Inc | Start Date: 6/1/2016 | Version Type: Renewal  
Contract Type: UF Contract | End Date: 5/31/2017 | Renewal No.: 1  
Active for Shopping: Yes

**ITN13TM-116**  
Temporary Employment Services  
Supplier: Insure-A-Temp Inc | Start Date: 6/1/2016 | Version Type: Renewal  
Contract Type: UF Contract | End Date: 5/31/2017 | Renewal No.: 1  
Active for Shopping: Yes

**ITB14MB-128**  
Underground Construction  
Supplier: Utility Service of Gainesville Inc | Start Date: 5/1/2016 | Version Type: Renewal  
Contract Type: UF Contract | End Date: 4/30/2017 | Renewal No.: 2  
Active for Shopping: Yes

Clicking on Dade Paper on the left-hand filter, for example, displays the two contracts available for use with Dade Paper. One is a State of Florida contract and one is a Cooperative Purchasing Agreement. Click the **Open Summary button** to read more about each contract.

**Contract Search Results**

1-2 of 2 Results

Sort by: Best Match | 20 Per Page

**Contract Details**

**640-002-12-1**  
Commercial Paper  
Supplier: Dade Paper Co | Start Date: 11/2/2015 | Version Type: Renewal  
Contract Type: State of FL Contract | End Date: 11/1/2016 | Renewal No.: 2  
Active for Shopping: Yes

**151148**  
Janitorial and Sanitation Supplies  
Supplier: Dade Paper Co | Start Date: 8/2/2015 | Version Type: Original  
Contract Type: Cooperative Purchasing Agreement | End Date: 8/1/2017 | Renewal No.: 0  
Active for Shopping: Yes

The Summary will show a pop up screen with basic information. Click the View Summary link for a description and more details.

### Summary of Contract # 151148 ✕

Header		Dates And Renewal	
Contract Name <span style="font-size: small;">★</span>	Janitorial and Sanitation Supplies	Start Date	8/2/2015 12:00 AM EST
Supplier Name	Dade Paper Co	End Date	8/1/2017 11:59 PM EST
Summary	<a href="#">View Summary</a>		

▼ **eProcurement, Budget, and Spend**

Active for Shopping	✔
Associated Price Set	Organization Price

★ Required Close

### Contract Summary ✕

Dade Paper provides UF with janitorial/housekeeping and sanitation supplies including: towel and tissue paper, can liners, hand soaps and sanitizers, chemicals, and more. Core list of items for deepest discounts available. Sustainable/green products available. Free shipping.

### **Search from within the Requestor or Approver Dashboard**

Use the new **Contract Widget** within your Dashboard to follow the steps above to browse through contracts. Use this [guide](#) to get started with Dashboards, then click on the new Contracts widget. Be sure to click on the **Advanced Search** link first.

The screenshot shows the myUF Marketplace Requestor Dashboard. At the top, there is a navigation bar with the myUF market logo, user information (Gator Requestor), and a shopping cart icon showing 459.28 USD. Below the navigation bar, the dashboard is divided into several sections:

- My Requisitions:** A section with an orange header and a light blue message box stating "There are no Requisitions to display."
- Document Search:** A section with a blue header, a search bar, and a dropdown menu set to "All Documents". It also includes a "Shortcuts" section with links to "My Requisitions", "My Purchase Orders", and "My Forms".
- Contract Search:** A section with a grey header and a search bar with the placeholder text "Search by contract name, number, summary, etc."
- Quick Links to Websites:** A section with a red header and a list of links: "UF Purchasing Website", "myUF Market Resources", "ChartFields Reference from Gen Acctg", "Account Use by Fund from Gen Acctg", and "Instruction Guides".
- Action Items:** A section with a green header and two sub-sections: "My Assigned Approvals" showing "9 Carts Assigned To Me" and "Administrative Items" showing "1 Search Results Exports - Complet..."

To use this contract, select the supplier, Dade Paper, when creating a requisition and select the contract from within the cart. For help with selecting a contract from within a myUF Marketplace cart, please use the [Selecting From Multiple Contracts Within a Cart](#) instruction guide.

Please refer to the [Contract Manager Update](#) page on the UF Procurement website for further information, or call the Procurement Help Desk at 352 392-1335 or email [procurement@ufl.edu](mailto:procurement@ufl.edu)

Other instruction guides available on contracts in myUF Marketplace:

- [Selecting from Multiple Contracts Attached to a Cart](#)
- [Using Contracts in myUF Marketplace](#)
- [Changing Contracts within a Requisition](#)