Use this guide to choose which contract to use when there are more than one for a supplier. A cart will give you the option to select the one you would like to use. Usually if a supplier only has one contract associated with it, myUF Marketplace will automatically attach it to a cart when a shopper or a requestor selects the supplier. Use this guide if the link choose contract... appears in your shopping cart under the supplier’s name.

To access myUF Marketplace, log on through the myUFLPortal. 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 – Selecting a Contract from Within the Shopping Cart**

When you are in the shopping cart, check to see if the cart contains a contract. You have selected. Click the choose contract... link to view contracts available for that supplier.

Please read any notes listed with the contracts. If you ordered an item from a punchout, there may be a certain contract available for use only with the punchout.
Select the contract needed by clicking the option button by it and clicking the OK button.

Once the contract is selected, click OK to add it to the cart.

Please refer to 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.

Other instruction guides available on contracts in myUF Marketplace:
- Using Contracts in myUF Marketplace
- Browsing Contracts from the Contracts Menu
- Changing Contracts within a Requisition