<u>Shopping Using the Non-Catalog Item Form</u>
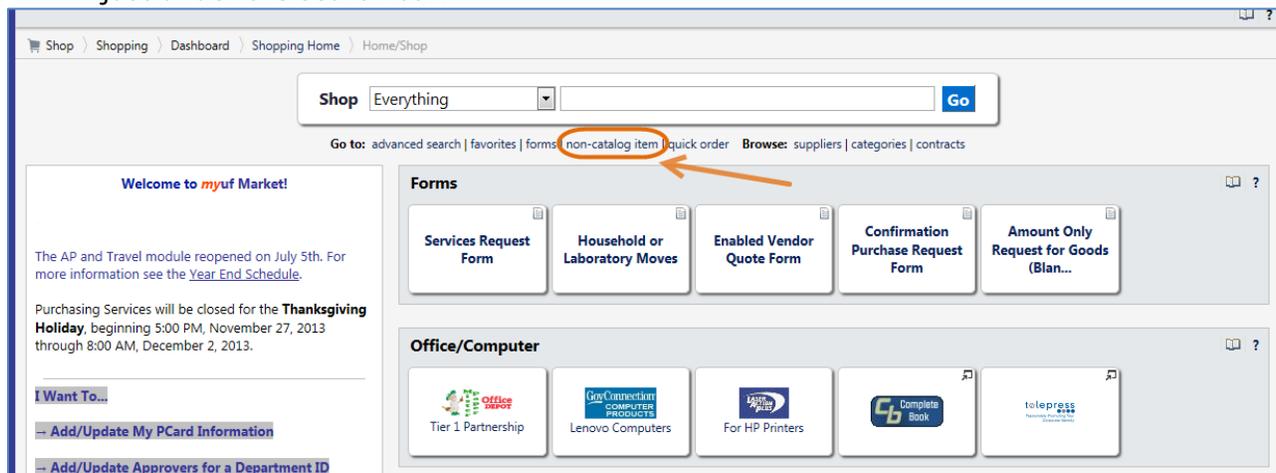
<u>Overview</u>

Use this instruction guide to create a requisition in myUF Marketplace using the **Non-Catalog Item form** for products and goods unavailable from enabled vendors. Vendors who are not enabled in myUF Marketplace will be accessible through the Non-Catalog Item form where you may search the UF vendor Anyone may use this feature – refer to the instruction guide, "Shopper's Guide to myUF Marketplace" to create a new cart before shopping. Finding your vendor is much easier with the new auto-complete search feature that searches like a "contains"!

Access myUF Marketplace by navigating to http://my.ufl.edu/ and logging in with your Gatorlink username and password, and navigate by:
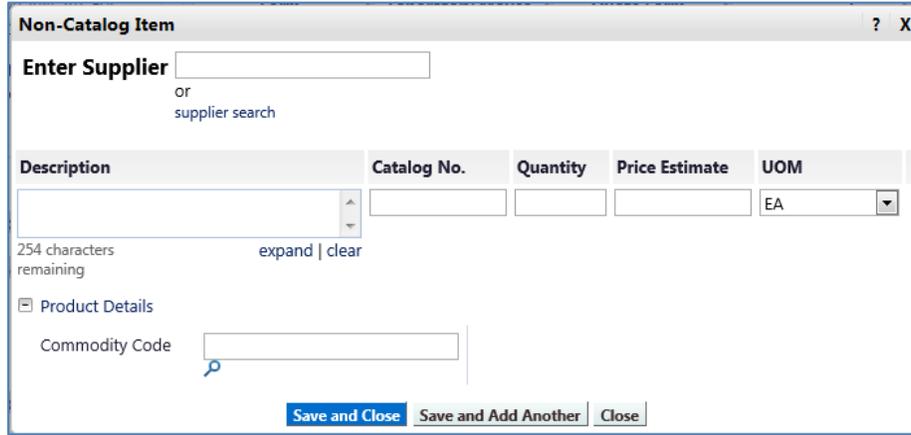
   a. Clicking **Nav bar > Main Menu > My Self Service > myUF Marketplace** for UF_N_MKT_Shopper role.
   b. Clicking **Nav bar > Main Menu > Financials > eProcurement > myUF Marketplace** for UF_N_MKT_Shopper_Req role (to shop only) UF_N_MKT_Requestor and UF_N_MKT_Financial_Approver.

1. At the **Home/Shop** page, locate the **Forms** showcase located near the top of the page just under the search bar.

2. Between the search bar and the forms showcase, click the **Non-Catalog Item** link in the **Go to:** section of links.

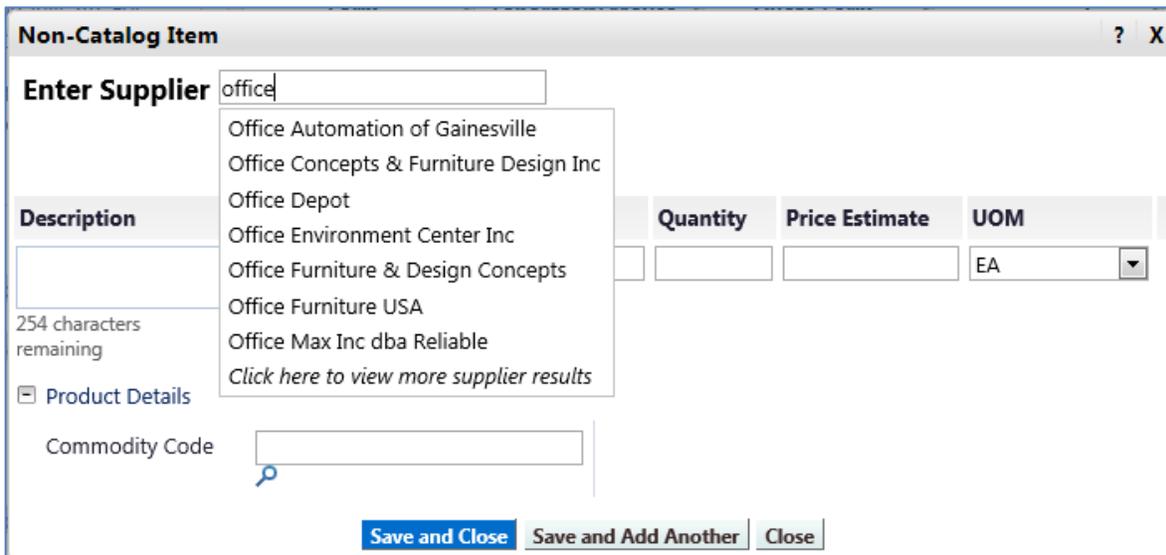3. The system displays this form:

The Non-Catalog Process

1. Search for the vendor by using the **Enter Supplier** search field.
2. Enter part of the Supplier Name – the system will auto-complete with a list of vendors.
3. Select the vendor by clicking the **vendor name** in the list.
4. If you don't see your vendor, click the selection at the bottom of the list "**Click here to view more supplier results**".

5. Complete the form by entering:
   a. Description – include make and model
   b. Catalog No.
   c. Quantity
   d. Price Estimate
   e. Unit of Measure (UOM)

6. Click the **Save and Close** button to add to the shopping cart.
7. Your items will appear as line items in the cart with your selected vendor

Next Steps

1. As a shopper, assign your cart to a requestor.
   - Refer to the instruction guide, "Shopper's Guide to Using myUF Marketplace".

2. As a requestor, complete the requisition.
   - Refer to the instruction guide, "Completing a Requisition in myUF Marketplace".

3. UF Procurement policy and regulations still apply--please see the Procurement website for quote/bid level requirements.

For assistance, e-mail procurement@ufl.edu or contact the Procurement Services Help Desk at 392-1335.