

Shopping Using the Non-Catalog Item Form

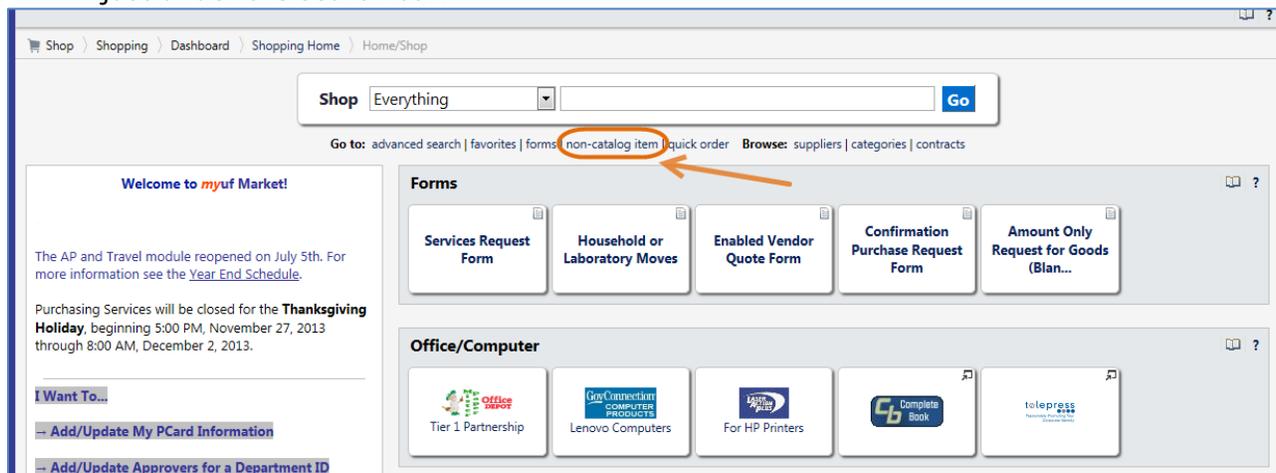
Overview

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:

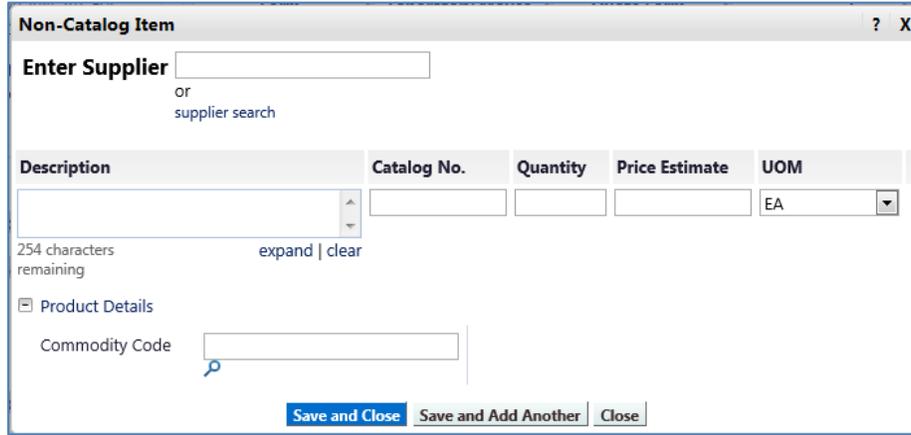
- a. Clicking **Nav bar > Main Menu > My Self Service > myUF Marketplace** for UF_N_MKT_Shopper role.
- b. Clicking **Nav bar > Main Menu > Financials > eProcurement > myUF Marketplace** for UF_N_MKT_Shopper_Req role (to shop only)
UF_N_MKT_Requestor and UF_N_MKT_Financial_Approver.

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:

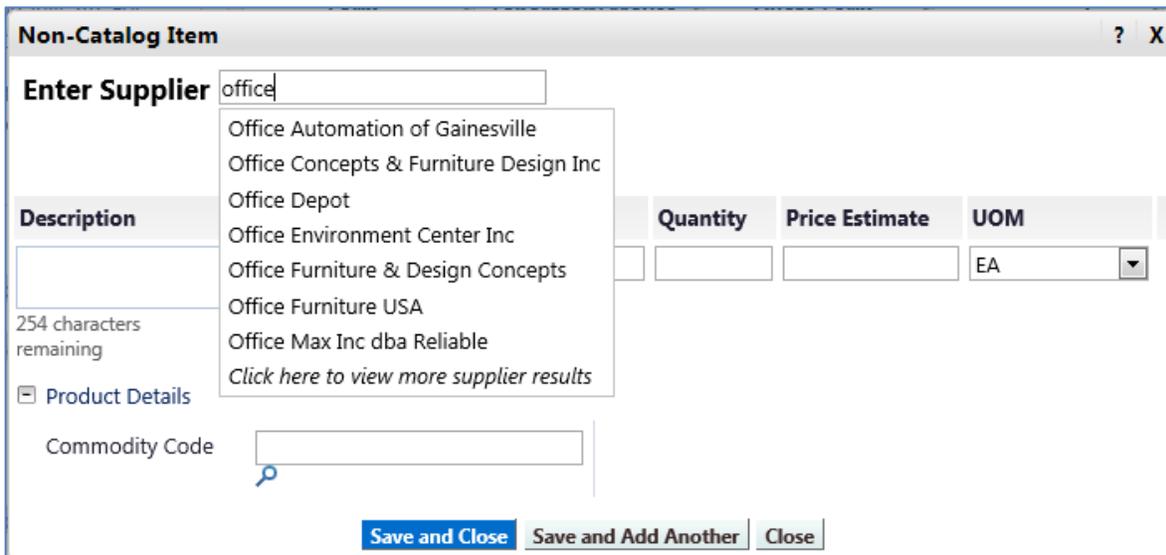
Shopping Using the Non-Catalog Item Form



The screenshot shows a web form titled "Non-Catalog Item". At the top, there is a search field labeled "Enter Supplier" with a magnifying glass icon. Below it, the text "or supplier search" is displayed. The form contains a table with the following columns: "Description", "Catalog No.", "Quantity", "Price Estimate", and "UOM". The "UOM" column has a dropdown menu currently set to "EA". Below the table, there is a "Product Details" section with a "Commodity Code" field. At the bottom of the form, there are three buttons: "Save and Close", "Save and Add Another", and "Close".

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**".



This screenshot shows the "Non-Catalog Item" form with the "Enter Supplier" field populated with the text "office". A dropdown menu is open, displaying a list of supplier names: "Office Automation of Gainesville", "Office Concepts & Furniture Design Inc", "Office Depot", "Office Environment Center Inc", "Office Furniture & Design Concepts", "Office Furniture USA", and "Office Max Inc dba Reliable". At the bottom of the dropdown list, there is a link that says "Click here to view more supplier results". The rest of the form, including the table and buttons, is visible in the background.

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

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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.