![UF Training & Organizational Development, Human Resources, University of Florida logo]

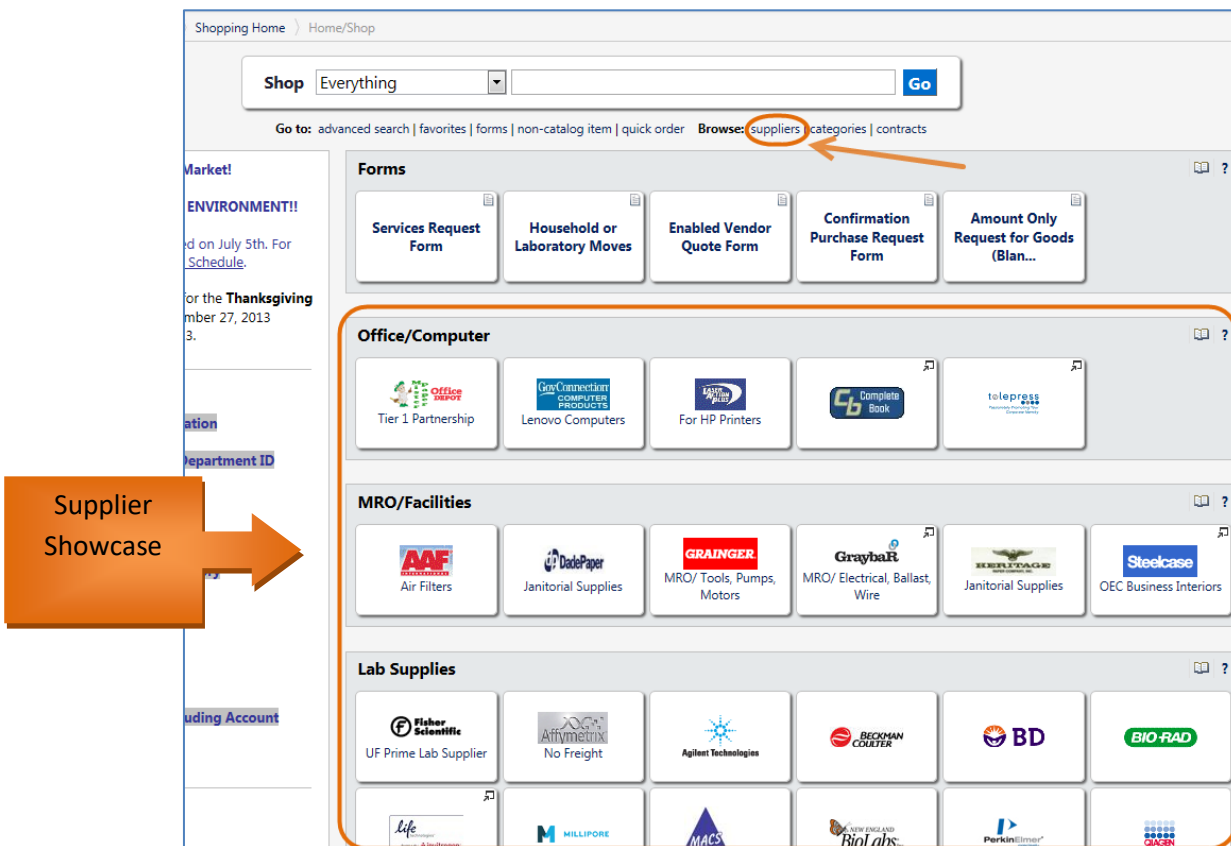## Overview

Did you ever wonder which vendors you were searching when using the Search field at the top? myUF Market displays suppliers in the new supplier showcase on the Home/Shop page for easy visibility and targeted functionality. The suppliers are segregated by the category of items they offer. To work with a supplier, click its logo and click any of the hyperlink options listed in the popup options box, including a Search field to search for items only from that vendor.
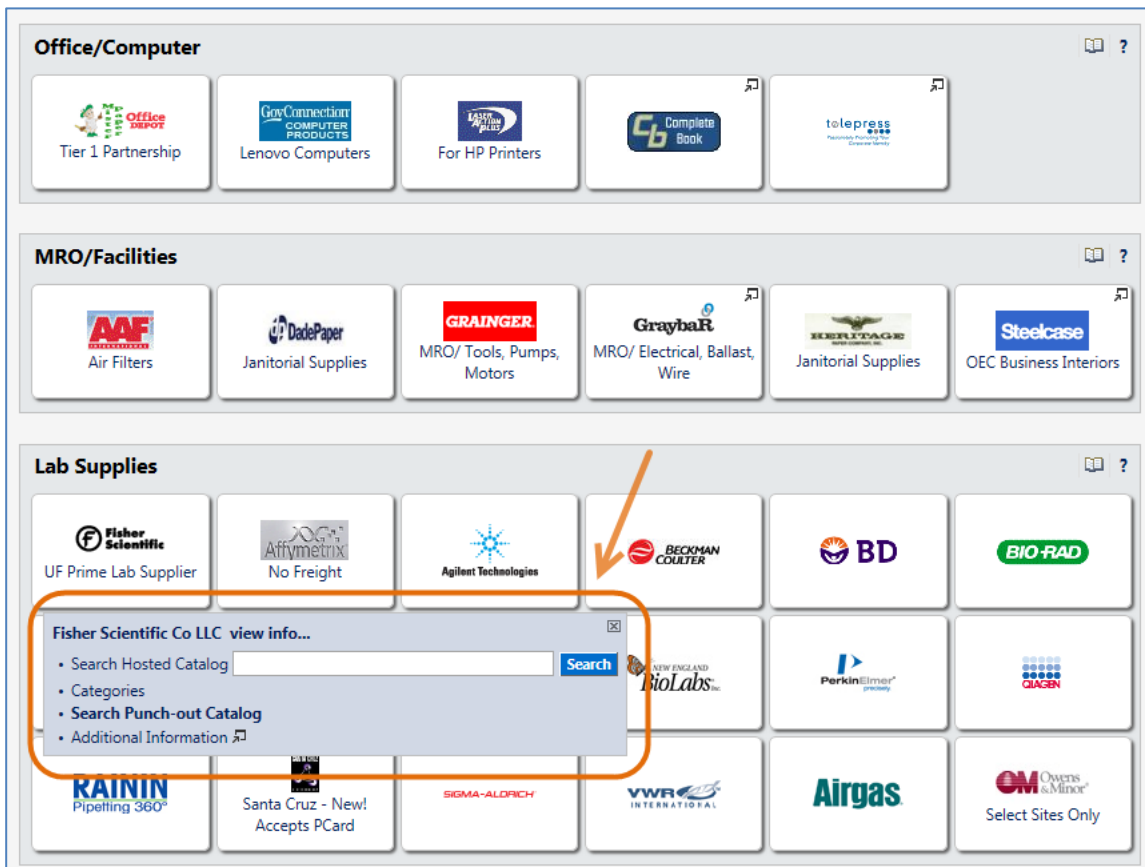
Access myUF Market by navigating to http://my.ufl.edu/ and logging in with your Gatorlink username and password, and navigate by:

    a. **Clicking Clicking Nav bar > Main Menu > My Self Service > myUF Market** for UF_N_MKT_Shopper role

    b. **Clicking Nav bar > Main Menu > Financials > eProcurement > myUF Market** 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 you can see the supplier showcase in the body of this page.
2. The suppliers are sorted by the category of products they provide.
       a. If you do not see the supplier you are looking for then simply click the **suppliers** link under the search bar, just beside the heading **Browse:**.
       b. In this search screen you can find a specific supplier by sorting or by providing search criteria.

3. If there is a supplier you prefer in the supplier showcase, simply click it to open its options box.

4. For example, if you click Fisher Scientific, you will get the following list of hyperlinks:

    For this particular supplier, your options are:
    a. Search Hosted Catalog
    b. Categories
    c. Search Punch-out Catalog
    d. Additional Information

5. These options vary by vendor; use the chart below for an explanation:

Vendor Options	Explanation
Search Hosted Catalog	Search this vendor's eCatalog.
Categories	Use drill-down to narrow your search by vendor-defined shopping categories provided.
Search Punch-out Catalog	Shortcut to this vendor's punch-out website.
Additional Information	Links to specific vendor tips and information on the Procurement website – including contract numbers, vendor Hotlist, vendor

6. Each vendor will have **different options** appear when clicked. For example, Agilent Technologies, Inc. shows:
    a. Search Hosted Catalog
    b. Categories
    c. Additional Information

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