

## **Using the Supplier Showcase**

## <u>Overview</u>

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 <u>http://my.ufl.edu/</u> 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.

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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<br>Catalog | Shortcut to this vendor's punch-out website.  |
| Additional Information      | Links to specific vendor tips and information on the<br>Procurement website – including contract numbers, vendor<br>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

| MRO/Facilities                                  |   |   |  |                     | <b>1</b>                            |
|---|---|---|--|---------------------|-------------------------------------|
| Air Filters                                     | <b>DadePaper</b><br>Janitorial Supplies | GRAINGER<br>MRO/ Tools, Pumps,<br>Motors  | GraybaR<br>MRO/ Electrical, Ballast,<br>Wire | Janitorial Supplies | Steelcase<br>OEC Business Interiors |
| Lab Supplies                                    |   |   |  |                     |                                     |
| Fisher<br>Scientific<br>UF Prime Lab Supplier   | Affymetrix<br>No Freight                | Agilant Technologies  |  | 😂 BD                | BIORAD                              |
| F.T<br>Life conserver<br>brance de traditionner |   | Agilent Technologies Inc. view info Image: Constraint of the search information for the search |  |                     |                                     |
| RAININ<br>Pipetting 360°                        | Santa Cruz - New!<br>Accepts PCard      | SIGMA-ALDRICH   | INTERNATIONAL                                | <b>Airgas</b>       | Select Sites Only                   |

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