

Creating Purchase Orders to Specialty Underwriters

This guide is for creating purchase orders to Specialty Underwriters (SU) for their equipment maintenance program. Departments must create a requisition to Specialty Underwriters and attach the MSA agreement and Coverage page in the external attachments section.

To access myUF Marketplace, logon through the myUFL Portal.

Log on to **http://my.ufl.edu** using your GatorLink username and password.

- Click **Nav bar > Main Menu > My Self Service > myUF Marketplace** for the UF_N_MKT_Shopper
- Click **Nav bar > Main Menu > Financials > eProcurement > myUF Marketplace** for the UF_N_MKT_Reqestor

Step 1 – Specialty Underwriters will contact departments with renewals

SU will provide the department with a renewal quotation. Departments should carefully review this to ensure that it includes all the needed equipment.

Step 2 – Set Up the Requisition with Specialty Underwriters as the supplier

Use the Service Request Form to

- Set up Service Begin Date and Service End Date for a year
- Search for Specialty Underwriters (Supplier Number 000000782)
- In the Description, enter "Equipment Maintenance" and list the items and the UF Tag Asset number for each
- Commodity Codes, select one of the following:
 - 81101706 Laboratory Equipment Maintenance
 - 81101709 General Office Equipment Maintenance

Supplier Information	
Supplier	Specialty Underwriters LLC more info... select different supplier
Fulfillment Address	Fulfillment Address 001: (preferred) 9667 S 20 St Oak Creek, WI 53154 US
Distribution	The system will distribute purchase orders using the method(s) indicated below: Check this box to customize order distribution information. <input type="checkbox"/> Fax: +1 (414) 216-1050
Service Request Information	
Commodity Code	81101706 <input type="text"/> search...
UOM	1 EA - Each <input type="text"/>
Estimated Cost/Fee per unit (not to exceed)	2,355.00 <input type="text"/>
Quantity	1 <input type="text"/>
Service Begin Date	4/20/2016 <input type="text"/> mm/dd/yyyy
Service End Date	4/20/2017 <input type="text"/> mm/dd/yyyy
Description	Quote #TS34534-234; Silver Service Level Luminex multiplex UF Tag 000000265379 and UF Tag #000000265380. 114 characters remaining expand clear

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Step 3 – Completing the Requisition with Specialty Underwriters

- When entering ChartField information, use Account Code 742200 Maintenance Contracts – Equipment.
- Add the Specialty Underwriters quotation number in the External Notes.
- Email your Department Property Contact with the list of equipment to be covered and the quotation number.

Chartfields															
These values apply to all lines unless specified by line item															
PO Business Unit															
2903 Biochem Molecular Biology															
Dept Id	Fund	Program	Account	Budget Reference	Source Of Funds	Dept Flex	UFID	PC Business Unit	Project	Activity ID	CRIS	Resource Type	Resource Category	Resource SubCategory	Budget Date
29030000	101	1100	742200	CRRNT Current	no value	no value	no value	no value	00001549 MOLECULAR BIOLOGY AND GENE THE	no value	no value	no value	no value	no value	no value
MD-BIOCHEM / MOLECULAR BIOL	E&G-GEN REV - MAIN Campus test	GENERAL ACADEMIC INSTRUCTION	MAINTENANCE CONTRACTS - EQUIP												

Specialty Underwriters LLC more info...						
Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 Equipment Maintenance for 2 items Quote #TS34534-234; Silver Service Level Luminex multiplex UF Tag 000000265379 and UF Tag #000000265380. more info...		1/EA	2,355.00	1 EA	2,355.00 USD	<input type="checkbox"/>
Accounting Codes 1 (same as header)						
Supplier subtotal					2,355.00USD	
Subtotal					2,355.00	
Total					2,355.00 USD	

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Note: To cancel during the year, if needed, contact SU to get a pro-rated refund.

Additional Resources

- For questions about the Specialty Underwriters program please contact Jadee Rooney jrooney@su-group.com or 800-558-9910 extension 2787.
- For questions on how to set up the requisition, please contact Procurement procurement@ufl.edu or the Procurement Help Desk at 392-1335.
- Information on the program can be found at <http://www.purchasing.ufl.edu/contracts/sugroup.asp>