This guide is to help Shoppers and Requestors use contracts in myUF Marketplace. To use a contract, search by keyword, contract name or number, at the top in the Search field. Follow the ordering instructions in the contract and identify the vendor associated with the contract. This vendor must be in the cart in order to associate the cart with the contract. Requisitions with contracts help maximize negotiated pricing and value, do not need multiple quotes, and do not route to the Buyer workflow step, because the purchasing requirements are already covered in the contract. Use this guide to search for contracts, identify the associated vendor, and use the ordering instructions.
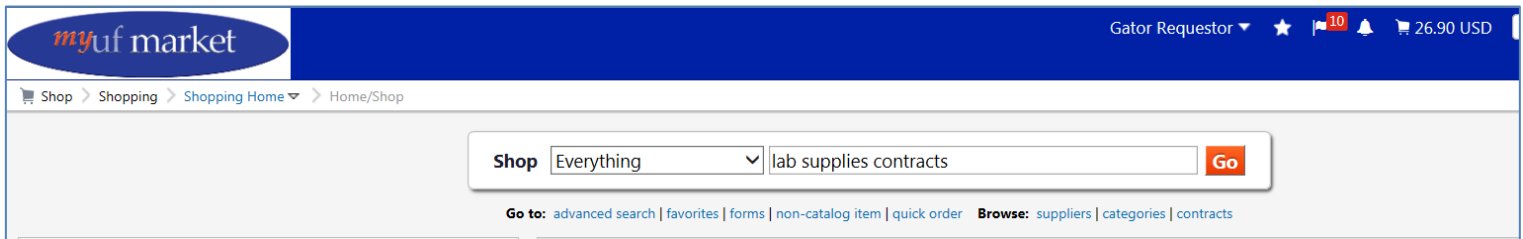
To access myUF Marketplace, log on through the myUFL Portal.
Log on to **http://my.ufl.edu** using your GatorLink username and password
- o Click **Nav bar > Main Menu > My Self Service > myUF Marketplace**
  for the UF_N_MKT_Shopper
- o Click **Nav bar > Main Menu > Financials > eProcurement > myUF Marketplace**
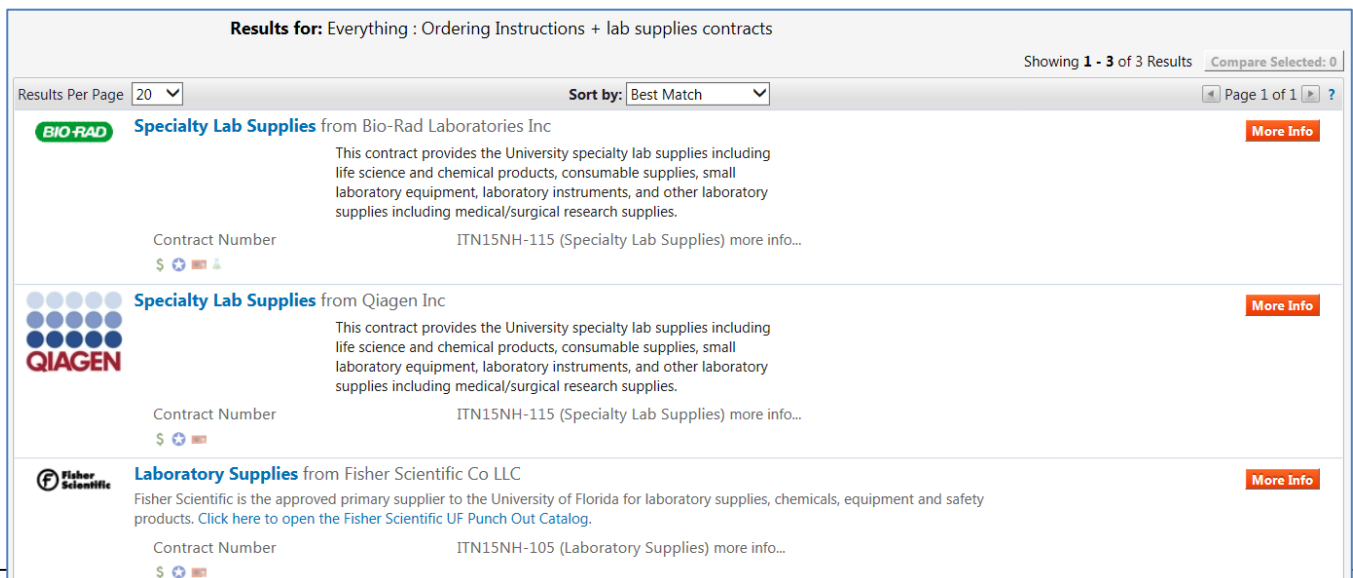 for the UF_N_MKT_Requestor

Step 1 – Search for a Contract by Keyword in Shop at the Top in myUF Marketplace

To find a contract for the items or services you need, enter keywords in the Shop at the Top (the search field next to **Shop**). For example, if you need a contract for laboratory supplies, enter the keywords "lab supplies contracts". Once the keywords have been entered, click the "Go" button

Step 2 – Locate the Contract in the Results

The result will display the **Contract Number** and the supplier(s) associated with the contract. For example, to use Fisher Scientific contract, select this supplier when creating a cart, so that myUF Marketplace automatically adds the contract to the cart. Click the **More Info** button on the right to read the ordering instructions.

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Step 3 – Read and Follow the Ordering Instructions

The ordering instructions include ordering tips, resources, when to call the supplier and links to get started shopping, such as for the related supplier's punchout or a form.

Ordering Instructions ? X

To purchase from this supplier utilizing this UF Fisher contract, please visit the Fisher Scientific Punch Out.

From the Shopping Home screen click on the Fisher Scientific tile in myUF Market (this will open the Fisher Punch Out).

To pull in a quote that was created for you move your cursor over "My Account" and then click on "Quotes". From there you can type in your quote number to find your quote. Click View Details to open your quote, then click Add to Cart.

If you do not have a quote, you can shop for items in the punch out and add items to your cart.

Once you have added items to your cart, click "View Cart" to review your order. Click "Return Cart to Purchasing Application" to pull your cart into My UF Market and complete your requisition. For instructions on how to complete your requisition, click here.

For products that are unable to be purchased through the punch out website, please use the Enabled Vendor Quote Form.

[Close]

Step 4 – Additional Search Tips

You may also search for a contract by entering a supplier in the search field, for example, Fastenal. In the filter on the left under **By Result Type**, click on **Ordering Instructions**. This will display the contract.

By Category
Air circulation and parts and accessories
Beveling tool
Bin handlers
Cap screws
Carbon steel SAE 1200 series   more...
   cold drawn bar

By Product Flag
Recycled ♻

By Packaging UOM
EA

By Result Type
Products
Ordering Instructions

larger image

1" Fastenal Zinc Steel Straight Pegboard Hook with Peg Locks 5Ct from Fastenal Co
Part Number   0542982
Manufacturer Info   0542982 - (Fastenal Approved Vendor)
$ ☼ ▪

larger image

1/2" Fastenal Zinc Steel Pegboard Hook with Peg Locks 5Ct from Fastenal Co
Part Number   0542971
Manufacturer Info   0542971 - (Fastenal Approved Vendor)
$ ☼ ▪

larger image

1-1/2" Fastenal Zinc Steel Pegboard Hook with Peg Locks 5Ct from Fastenal Co
Part Number   0542979
Manufacturer Info   0542979 - (Fastenal Approved Vendor)
$ ☼ ▪

Once you see the contract, read the summary, identify the vendor, and click on the More Info button for ordering instructions or direct links to forms or punchouts to start shopping.

Step 5 – Using Provided Links Within Some Contracts to Start Shopping

Some ordering instructions may provide a link to start shopping. Click the link to go directly to the vendor related punchout, or to a form. Remember to check on the supplier and make sure it is the one on the contract. For example, the Fastenal contract has a direct link to the Fastenal punchout for easy shopping.

<u>Step 6 – Review the Cart to Check the Contract and Items Added</u>

Once you shop from the punchout and add items to the myUF Marketplace cart, the associated contract will show on the cart. For example, below is a cart with a contract attached for Fastenal:

Below is a cart with the attached contract for Fisher:

For additional help with contracts, please refer to the <u>Contract Manager Update</u> page on the UF Procurement website, email <u>procurement@ufl.edu</u> or contact the Procurement Help Desk at 352 392-1335.

Other instruction guides available on contracts in myUF Marketplace:
- Selecting from Multiple Contracts Attached to a Cart
- Browsing Contracts from the Contracts Menu
- Changing Contracts within a Requisition