OVERVIEW

Use this instruction guide to learn how to shop using forms in myUF Market. Use the FLPTU Services Request Form for any service; examples include: maintenance, repair, printing, catering, consultants, or temporary work. Use the FLPTU Goods Request Form for goods; examples include: furniture, building supplies, computers, and office supplies. Forms are added to the Active Cart and become a line item in that cart to be processed in the requisition. Forms are found by clicking on the Forms link on the Home/Shop page and finding the FLPTU group under Shared Forms > Organization Forms. Click the link for the form you need.

STEPS

1. Access myUF Market by navigating to http://my.ufl.edu and logging in with your Gatorlink username and password, and navigate by:
   - Clicking My Self Service > myUF Market for UF_N_MKT_Shopper role
   - Clicking eProcurement > myUF Market for UF_N_MKT_Shopper_Req role (to shop only) UF_N_MKT_Requestor and UF_N_MKT_Financial Approver

2. Navigate by clicking the Forms link on the front page
   - Click the plus (+) sign next to Expand All to open the menu
   - Click on Organization Forms > FLPTU. Click on the form name needed.

3. Follow the instructions on the form and complete the following fields:
   - Search for and select a supplier – enter part of the vendor name in the Enter Supplier field and click the vendor from the dropdown displayed
   - Ensure the supplier is for FLPTU by checking for the purple P:
• FLPTU has a set of vendors that will be visible in myUF Market with vendor numbers starting with F (FXXXXXXXXX)
  o If you do not see your vendor, click the option at the bottom of the list – “Click here to view more supplier results”
• Enter Commodity Code – click the search... link
  o For a complete list of Commodity Codes, refer to the Purchasing website http://www.purchasing.ufl.edu
• The first field for UOM (Unit of Measure), is always a “1” for service
• The second field for UOM (Unit of Measure) - use the dropdown to select
• Enter Estimated Cost/Fee per unit
• Enter Quantity
• For services, enter Service Start and Complete Dates
• Enter Description – include a thorough description of the service (deliverable) being provided

4. When the form is completed, click the dropdown at the top
• Select “Add and Go to Cart” if finished, or
• Select “Add to Cart and Return” if adding a second line
• Click the GO button

FLPTU Standard Service Request Form
In the Cart:
5. Change the name of the cart if needed to something meaningful and click the Update button
   - Click the Remove button if there is an item that needs to be removed
   - Click the Proceed to Checkout button to view and add to the requisition, or you may click the Assign Cart button to assign to a requestor to place the order.

In the Requisition:
6. Change Distribute By to Amount instead of Quantity – recommended for services
   - In the requisition (click the Review button inside the cart), in the Billing section, under Other Information, look for Distribute By
   - Click the Edit button by the Distribute By
   - Use the dropdown to select Amount instead of Quantity

Next Steps
7. Enter the due date in Delivery Options in the Shipping section, if needed

8. As a shopper, assign your cart to a requestor
   - Refer to the instruction guide, “Shopper’s Guide to Using myUF Market”

9. As a requestor, complete the requisition
   - Refer to the instruction guide, “Completing a Requisition in myUF Market” on the FLPTU Toolkit.

For further assistance, e-mail myufmarket@ufl.edu or contact Purchasing Services at 392-1335, or visit http://purchasing.ufl.edu/departments/myufmarket/default.asp