[Shopping Using the Non-Catalog Item Form]

Use this instruction guide to create a requisition in myUF Market using the **Non-Catalog Item form** for products and goods unavailable from enabled vendors. Vendors who are not enabled in myUF Market will be accessible through the Non-Catalog Item form where you may search the UF vendor. Anyone may use this feature – refer to the instruction guide, “Shopper’s Guide to myUF Market” to create a new cart before shopping. Finding your vendor is much easier with the new auto-complete search feature that searches like a “contains”!

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

- At the main menu, click the Home/Shop tab at the top or the Forms tab
- Click the **Non-Catalog Item** link on either page
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The Non-Catalog Process

- The system displays this form:
  - Search for the vendor by using the Enter Supplier search field
    - Enter part of the Supplier Name – the system will auto-complete with a list of vendors
    - Select the vendor by clicking the vendor name in the list
    - If you don’t see your vendor, click the selection at the bottom of the list “Click here to view more supplier results”

- Complete the form by entering
  - Description – include make and model
  - Quantity
  - Price Estimate
  - Unit of Measure (UOM)

- Click the Save and Close button to add to the shopping cart
  - Your items will appear as line items in the cart with your selected vendor

Next Steps

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

- As a requestor, complete the requisition
  - Refer to the instruction guide, “Completing a Requisition in myUF Market”

UF Purchasing policy and regulations still apply – please see the Purchasing website for quote/bid level requirements.

For assistance, e-mail myufmarket@ufl.edu or contact Purchasing Services at 392-1331 or go to http://purchasing.ufl.edu/departments/myufmarket/default.asp