OVERVIEW

Use this instruction guide to learn how to search for products from the hosted and punchout catalogs in myUF Market and add them to your cart. The Product Search is a very powerful search engine. Start with by entering an item into the search field and follow the steps outlined in this guide to refine your search. Please refer to the instruction guide, “Shopper’s Guide to myUF Market” to create a new cart before shopping. Punchout (using UF-specific websites per vendor) shopping is available as another option; please refer to the instruction guide, "Shopping with the Punchout Websites,” although the product search searches punchout websites as well.

Navigation

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

2. At the main menu, click the Home/Shop tab at the top to start your search

3. To start searching for an item, enter the item in the search field – include specific search terms, such as “latex-free gloves” instead of just “gloves”. The system is flexible with search terms, misspellings, plurals, units of measure and hyphens. Example: 100 ml and 100ml return the same results. Follow the search tips below.

Search Tips

- Entering a plural will display results for the singular; for example, "Batteries" returns "Battery charger." Searching is flexible with spaces and hyphens; for example, entering "100ml" will display results with "100 ml" and with "100 Ml". The myUF Market Search feature is so flexible and powerful, you could enter mispelled or abbreviated words, and the system will still find the closest match and give you results.

- If you enter an item that is truly not found, click the Tips for Improving Your Search Results link. These are useful tips for accomplishing almost any search. Click the Close button.

- If you need additional help in finding the item, click the Submit Search Feedback to My Administrator link to send a message and the search string to UF Purchasing. The message automatically includes the keywords you entered to search. After entering your message to UF Purchasing, click the Submit button. Make sure to include your contact information. UF Purchasing will review your message and take the next step to locate the item you need.
Working With Search Results

1. At the search results, use filters on the left-hand side to further narrow the results.

2. Use the **Refine and Filter Search panel** on the left and narrow your search results by:
   a. Supplier
   b. Manufacturer
   c. Category
   d. Product Flag
   e. More...

3. Click on any filter to filter the results, or click **More...** to see more options.

4. Use the Sort By dropdown at the top of the Search results to sort results by:
   a. Part Number
   b. Description
   c. Size
   d. Packaging UOM
   e. Supplier
   f. Price Low to High
   g. Price High to Low
Make Your Selection

1. Select an item by clicking the **Add to Cart** button or **Order From Supplier** link. For example, select the Energizer D Batteries from Mister Paper, since they offer Free Shipping over 50.00!

Using the Advanced Search Features

1. If you need to further refine your search, click the **Advanced Search** link on the right-hand side of the Search field on the top.

   a. A new search terms box will display
b. Click the **Everything** dropdown to select a shopping category. Note: The options displayed change for some categories, especially Lab Supplies.

![Advanced Search Interface](image)

### Search Fields and When to Use

<table>
<thead>
<tr>
<th>Search Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>All of These Words</td>
<td>Only products containing ALL the words here are returned. They don’t have to be in the same order.</td>
</tr>
<tr>
<td>Any of These Words</td>
<td>Search results will include ANY of the words included here.</td>
</tr>
<tr>
<td>Exact Phrase</td>
<td>Products that have the exact words including punctuation and spaces in the same order entered are returned.</td>
</tr>
<tr>
<td>Exclude Words</td>
<td>Products including any of the words entered are excluded from the search results. Use in tandem with another of the search fields to narrow the search, as in Must Include The Words = gloves and Exclude the words = leather</td>
</tr>
</tbody>
</table>

For further assistance, e-mail myufmarket@ufl.edu or call Purchasing Services at 392-1331.