[Shopping Using Punchout Websites]

Use this instruction guide to learn how to shop the punchouts in myUF Market and add selections to your cart. Punchouts are UF-specific websites provided by vendors with pricing reviewed by Purchasing Services. At the Home/Shop page, click the logo of the supplier needed in the new Supplier Showcase section at the top of the page. Some suppliers will display an options box with a link to the punchout website. Or, you may scroll down to the Punchout section and click the logo there. Shop and make selections within the site and when ready to return to myUF Market, use the site's navigation buttons to add the items chosen into the myUF Market cart as line items. The punchout sites provide their own cart to collect selections. Add or delete selections in the punchout’s cart and make your final selections before returning to myUF Market.

Anyone using myUF Market may use this feature – refer to the instruction guide, “Shopper’s Guide to myUF Market” to create a new cart before shopping.

To access myUF Market as a shopper only,

- Log on to http://my.ufl.edu using your Gator Link username and password
- Click My Self Service > Click myUF Market for the UF_N_MKT_Shopper role
- Click eProcurement > Click myUF Market for the UF_N_MKT_Shopper_Req role (to shop)

To access myUF Market as a requestor or approver,

- Log on to http://my.ufl.edu using your Gator Link username and password
- Click eProcurement > Click myUF Market
- At the main menu, click the Home/Shop tab at the top

Using Punchouts

- Click the supplier needed under the Supplier Showcase section at the top

![Image of Punchout Website Layout]
An options box will display for this supplier; some have the **Search Punchout Catalog** link

- Click this link to display the punchout page for this supplier

You may also scroll down and in the Punchout section, click the logo of the supplier needed to display the punchout website for shopping

Although the look and feel of each punchout is different, they all have common features to aid the shopper, such as

- A search field at the top of the page and a search button
- Indexes or listings to help shoppers browse through organized topics
- A link or phone number to a company representative for assistance shopping

Once you make your selections and add items to the punchout’s cart

- Look for the view cart button on the vendor’s website to see your items
- Delete any you do not wish to purchase here before returning to myUF Market
[Shopping Using Punchout Websites]

Returning to the Market

- Each punchout has unique navigation to return your selections to the myUF Market
- Active Cart
  - Refer to the table below to see which buttons to click for each punchout

<table>
<thead>
<tr>
<th>Punchout</th>
<th>To Add to myUF Market Cart</th>
<th>Features</th>
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</thead>
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<td>Applied BioSystems</td>
<td>Continue Button &gt; Transfer to Procurement System Button</td>
<td>Punchout User Tips</td>
</tr>
<tr>
<td>GovConnection</td>
<td>Begin Secure Checkout &gt; Submit Cart</td>
<td>Reports and Purchase History</td>
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<td>Fisher Scientific</td>
<td>Checkout Link on left &gt; Submit</td>
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<td>Sigma Aldrich</td>
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<td>Preview Order Button &gt; Return Cart for Checkout</td>
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<td>Grainger</td>
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<tr>
<td>Dell – NEW!</td>
<td>Create Order Requisition &gt; Continue&gt; Submit Order Requisition</td>
<td>Standard Configurations (for UF departments)</td>
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Returning to the Cart in myUF Market

- Your items will appear as line items, and the punchout vendor will appear as the vendor
  - Assign your cart to your requestor for processing

PCards in Punchouts

- Use your PCard in many of the punchout websites
  - A listing of which ones accept the UF PCard can be found at [http://purchasing.ufl.edu/departments/myufmarket/default.asp](http://purchasing.ufl.edu/departments/myufmarket/default.asp)
  - If you do not want to use your PCard with your purchase
    - Click the **Edit** button by the PCard
    - Click the **Unassign** button to remove the card
    - Or, add a note to the requestor indicating this when you assign the cart
To activate your PCard for use in the myUF Market system, navigate to the PCard website at https://www.fa.ufl.edu/apps/purchasing/market/ and click on “Request PCard Use in myUF Market” to enter your information. The UF PCard Team will add your PCard to the system.

If you have not found your items in punchouts, try the myUF Market forms. Refer to the instruction guides.

Next Steps

- As a shopper, assign your cart to a requestor
- As a requestor, complete the requisition
  - Refer to the instruction guides

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