[Using the Supplier Showcase]

Did you ever wonder which vendors you were searching when using the Search field at the top? myUF Market displays suppliers in the new supplier showcase at the top of the Home/Shop page for easy visibility and targeted functionality. To work with a supplier, click its logo and click any of the hyperlink options listed in the popup options box, including a Search field to search for items only from that vendor.

- 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_Sopper role
  - Clicking eProcurement > Click myUF Market for UF_N_MKT_Sopper_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 to start your search
- The supplier will display at the top part of the screen under Hosted Catalog Suppliers
  - If there is a supplier you prefer, simply click it to open its options box

- For example, if you click Fisher Scientific, you will get the following list of hyperlinks:
For this particular supplier, your options are:

- Search Hosted Catalog
- Categories
- Search Punch-out Catalog
- Additional Information

These vary by vendor; use the chart below for an explanation:

<table>
<thead>
<tr>
<th>Vendor Options</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search Hosted Catalog</td>
<td>Search this vendor’s eCatalog.</td>
</tr>
<tr>
<td>Categories</td>
<td>Use drill-down to narrow your search by vendor-defined shopping categories provided.</td>
</tr>
<tr>
<td>Search Punchout Catalog</td>
<td>Shortcut to this vendor's punch-out website.</td>
</tr>
<tr>
<td>Additional Information</td>
<td>Links to specific vendor tips and information on the Purchasing website – including contract numbers, vendor Hotlist, vendor programs information, etc.</td>
</tr>
</tbody>
</table>

Each vendor will have different options appear when clicked, for example, Agilent Technologies, Inc. shows:

- Search Hosted Catalog
- Categories

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