

[Shopper's Guide to July 2009 myUF Market Upgrade]

The myUF Market system will be upgraded quarterly. Use this instruction guide for an at-a-glance quick look at a summary of new or enhanced features that will affect shoppers. Refer to specific instruction guides to learn each new process. This instruction guide addresses the July 2009 upgrade. The next upgrade is scheduled for November 2009.

To access myUF Market as a shopper only,

- ▶ Log on to **http://my.ufl.edu** using your Gator Link username and password
 - ▶ **My Self Service > myUF Market** for the **UF_N_MKT_Shopper** role
 - ▶ **eProcurement > 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
- ▶ Navigate to **eProcurement > myUF Market**

Enhanced Design of Home Page

- ▶ Cleaner design – tabs moved to links at the top

Shop at the Top

- ▶ Product search moved to top for easier hosted catalog shopping
 - ▶ Search field no longer disappears after initial search
- ▶ Use the "Everything" dropdown to select a shopping category for hosted catalog products

The screenshot displays the myUF Market website interface. At the top, there is a navigation bar with the user's name 'Marianne Preisler' and options for 'profile' and 'logout'. A shopping cart icon shows '2009-07-06 mprequestor 01 | 10 item(s), 28.98 USD'. Below this is a search bar with 'PR No.' and a 'Go' button. A secondary navigation bar contains tabs for 'home/shop', 'favorites', 'forms', 'carts', 'approvals', 'history', 'profile', and 'more >>'. The main content area features a 'Shop' section with a dropdown menu set to 'Everything' and a 'Go' button. Below the search bar, there are links for 'Go to: favorites | forms | non-catalog item | quick order' and 'Browse: suppliers | categories'. The page is divided into several sections: 'Action Items' with links for 'My Orders', 'Requisitions Pending (13)', 'Purchase Orders Pending (1)', 'View Approvals *', and 'View Administrative Items'; a 'New! Fisher quotes available from punchout' announcement dated 6/29/2009; another announcement dated 6/30/2009 regarding a PO rollover; and a 'Punch-out Lab Supplies' section with logos for Applied Biosystems, Fisher Scientific, SIGMA-ALDRICH, and Invitrogen. Below this is an 'Office/Computer' section with logos for GrayConnect and Office DEPOT, and an 'MRO/Facilities' section with logos for GraybaRt, unisource, and GRAINGER. A footer link at the bottom left says 'Click here to visit the myUF Market Website for Instruction Guides, online exercises, and FAQs.'



Updated July 15, 2009 for myUF Market Upgrade 9.2

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Forms

- ▶ New interface

Non-Catalog Item Form

- ▶ Link is moved to top of page under Product Search
- ▶ No longer need to enter SKU number to search eCatalogs

Favorites

- ▶ New overhauled interface that includes
 - ▶ Formatted similar to the product search result rows with complete item information including vendor icons

Queries – PR History and PO History

- ▶ New - perform queries on requisitions and purchase orders per ChartFields, including
 - ▶ PO Business Unit
 - ▶ Project
 - ▶ Dept IDs
 - ▶ Source of Funds

For further specific information, please refer to the updated instruction guides:

- ▶ Shopping Using the Product Search (includes updates on using the Advanced Search)
- ▶ Shopping Using a Form for Service
- ▶ Shopping Using the Non Catalog Item Form
- ▶ Saving and Retrieving Items from My Favorites
- ▶ Checking the Status of My Purchase Using Queries

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