

[Shopper's Guide to myUF Market]

Welcome to myUF Market, UF's new shopping and purchasing solution. There are several ways to shop in myUF Market, and all save added items to the active shopping cart. This instruction guide outlines these shopping methods and refers to additional guides for further details and instructions. This guide is for use by anyone who shops in myUF Market.

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

How myUF Market Works

- ▶ Shopping in myUF Market is done with a cart
- ▶ Once the items are selected and added to the cart, click on it (top-right hand corner) to examine and edit
- ▶ Assign the cart to a requestor for requisition processing and order placement

Start with an Active Shopping Cart

- ▶ Before shopping, check the cart at the top right-hand corner of the page
 - ▶ This is your Active cart
 - ▶ Is this the cart you would like to shop with today?
 - If you click it to view it, click the **Home/Shop** link on the top menu to return
- ▶ If it is not, then create a new cart or select another cart

The screenshot displays the myUF Market user interface. At the top, there is a navigation bar with links for 'home/shop', 'favorites', 'forms', 'carts', 'approvals', 'history', and 'profile'. A search bar is located on the right side of the navigation bar. Below the navigation bar, there is a 'Shop' section with a dropdown menu set to 'Everything' and a 'Go' button. A yellow arrow points to the 'Active Cart' link in the top right corner, with a text box that says 'Click the Active Cart to view the shopping cart!'. The main content area is divided into several sections: 'Action Items' (My Orders, Requisitions, Purchase Orders), 'Punch-out' (Lab Supplies, Office/Computer, MRO/Facilities), and a 'New! Fisher quotes available from punchout' section. The 'Punch-out' section includes logos for Applied Biosystems, Fisher Scientific, SIGMA-ALDRICH, Invitrogen, Cap Connection, Office Depot, GraybaR, unisource, and GRAINGER.



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To Create a New Active Cart or Select Another Cart as Active

- ▶ Click the **Carts** link on the top menu
- ▶ Click the **Draft Carts** link
 - ▶ View your draft carts and select any to make it Active, or
 - ▶ Click the **Create Cart** button to create a new cart
 - Enter a **Name** for the cart – you may search for the cart by name later – establish a naming convention for yourself that is consistent – others may see the cart name in the system later as the requisition name
 - Enter a **Description**
 - Click the **Save** button
- ▶ The system will automatically place this cart in the Active Cart position ready for shopping!

Methods of Shopping

- ▶ Shop Enabled (eCatalog) vendors
 - Product Search in hosted Catalogs – Shop at the Top
 - "Punch out" to vendor websites
- ▶ Non eCatalog vendors
 - Forms for non-catalog items
 - Services
 - Internal Service Providers ISPs

If you do not know whether the enabled vendors have what you need, you can browse by Supplier or Category to see hosted catalog content.

UFs hosted and punchout vendors provide value that non-enabled vendors may not provide.

The screenshot shows the myUF Market website interface. A yellow box labeled "Menu Band" points to the top navigation bar. Another yellow box labeled "'Shop at the Top' – product search" points to the search bar. A third yellow box labeled "Dashboard 'Action Items'" points to the left sidebar. A fourth yellow box labeled "Punchout Vendors" points to the main content area showing various vendor logos.

Menu Band

"Shop at the Top" – product search

Dashboard "Action Items"

Punchout Vendors

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Shopping the eCatalogs

- ▶ Click the Home/Shop tab
 - ▶ Click the Everything dropdown to select a shopping category
 - ▶ Enter search terms in the field
 - ▶ Click the Go button
 - This search returns hosted catalog items
- ▶ Select items from the search results and add to cart using the **Add to Cart button**
- ▶ To further narrow your search results, use the new panel on the left, Refine and Filter Search, to
 - ▶ Add a keyword and search from the Search Results
 - ▶ Make a subset of the Search Results by
 - Supplier by clicking a Supplier name listed
 - Category by clicking a Category listed
 - Packaging Unit of Measure UOM by clicking a UOM listed
- ▶ You may also now use the Sort by dropdown to sort by
 - Price Low to High
 - Price High to Low
- ▶ Add to Favorites or Compare results directly from each row – click the links on the right

Punchout to Vendor Websites

- ▶ **Click on any of the logos** towards the bottom of the page to “punchout” to their website
- ▶ Shop and make your selections
- ▶ Follow their navigation to return selections to the myUF Market active cart
- ▶ Many of these vendors accept UF PCards
- ▶ For further instructions on using punchouts, refer to the instruction guide, “Using Punchouts in myUF Market”

Using Forms

- ▶ Click the **forms** link at the top to access different forms developed by Purchasing Services for particular purchasing requests, such as
 - ▶ Requests for Services (labor, temporary help, repairs)
 - ▶ Amount Only requisitions
 - ▶ Enabled Vendor Quote Form
 - ▶ UF Internal Service Providers (CNS, PPD, and more)
- ▶ Each form has instructions for use
- ▶ Saving the form upon completion adds it to the cart for processing as a requisition
- ▶ Refer to the instruction guides available for forms, such as “Using the Form for Service” and “Using the Form for an ISP”

Shopping with a Non-Catalog Vendor

- ▶ If you cannot find your item in any of the methods above, use the **Non-Catalog Item** form to order the needed product
- ▶ The system will add this to the shopping cart for further processing as a requisition
- ▶ For more instructions, refer to the instruction guide, “Using the Non-Catalog Item Form”

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Assigning Your Cart to a Requestor

- ▶ Upon completion of shopping, view your cart by clicking the **cart link** at the top right-hand corner of the page
- ▶ Review to delete lines or change quantities
 - ▶ Use the **dropdown** at the top right for any actions needed, such as deleting, and click the **GO** button
- ▶ When you are finished shopping, click the **Assign Cart** button on the clickable cart path diagram at the top right to assign the cart to a requestor for processing as a requisition
 - ▶ You can search for your requestor by name – (The requestor needs to have logged in to myUF Market at least once for their name to display)
 - ▶ You may use the **Select from Profile Values** to use a Requestor saved previously
- ▶ Refer to the instruction guide, "Assigning My Cart to the Requestor" for more instructions

Tracking Your Order

- ▶ Track your order by using the **My Requisitions** page to see its status
 - ▶ Requisitions proceed through workflow that includes
 - System checks and validations
 - Approver review and activity
- ▶ Sign up for e-mail notifications in the **User Profile** section
- ▶ For more information on how to set up your User Profile, refer to the instruction guide "Setting Up Your User Profile"

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