

[Shopping Using a Form for Service]

Use this instruction guide to learn how to shop using forms in myUF Market. Forms are used when product searches of the enabled vendors do not return or contain the product needed. Use the **Standard Service Request Form** for any service, examples include: maintenance, repair, printing, catering, consultants, or temporary work. Forms are added to the Active Cart and become a line item in that cart to be processed in the requisition. 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. **NEW in the 9.3 Upgrade: Search for a vendor in the new search field that autocompletes to display a dropdown of vendors as you type. The search field functions like a “contains” type of search.**

- ▶ 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

Standard Service Request Form

- ▶ Click the **Forms** tab on the front page
- ▶ Click the plus (+) sign next to **Expand All** to open the menu
 - ▶ Click on **Organization Forms > Forms for Outside Suppliers** Click on form name Standard Service Requisition to open the form

The screenshot shows the myUF Market interface. At the top, there's a navigation bar with 'Forms' selected. Below it, a sidebar on the left shows a tree view under 'Organization Forms' with 'Forms for Outside Suppliers' highlighted. The main content area displays a list of forms under the heading '.Forms for Outside Suppliers'. The list includes:

Form Name	Price	Unit	Action
Amount Only Request for Goods (Blanket)	0.00 USD	EA	View Form
Confirmation Purchase Request Form	0.00 USD	EA	View Form
Enabled Vendor Quote Form	0.00 USD	EA	View Form
Household Moves from Metro Moving & Storage	0.00 USD	1/LO	View Form
Standard Service Request Form	0.00 USD	EA	View Form



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- ▶ Follow the instructions on the form and complete the following fields:
 - ▶ Search for and select a supplier – **NEW in 9.3**: Enter part of the vendor name in the **Enter Supplier** field and click the vendor from the dropdown list displayed
 - If you do not see your vendor, click the option at the bottom of the list – “Click here to view more supplier results”
 - ▶ Enter **Commodity Code** – click the **search...** link
 - For a complete list of Commodity Codes, refer to the Purchasing website <http://www.purchasing.ufl.edu>
 - ▶ Enter **Estimated Cost**
 - ▶ The first field for UOM (Unit of Measure), is always a “1” for service
 - ▶ The second field for UOM (Unit of Measure) use the dropdown to select
 - ▶ Enter **Service Begin and End Dates**
 - ▶ Enter **Description** – include a thorough description of the service (deliverable) being provided

Services Form Available Actions (Click here for details): Add and go to Cart **Go** **Close**

Header Information

Image: UNIVERSITY of FLORIDA
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Service Form Instructions

Use this form to request services from non-UF suppliers. Examples of services include printing, catering, independent contractors and consultants, repairs and maintenance to equipment and buildings, and training.

Rate, Date, and Deliverable information is required and corresponds to the not to exceed, begin and end date, and Description fields on this form.

Consult the Purchasing website for guidelines in preparing requisitions to independent contractors and consultants (<http://purchasing.ufl.edu>).

Place attachments and comments within the cart.

Supplier Information

Enter Supplier:

or
supplier search

Service Request Information

Commodity Code: search...

UOM: EA - Each

Estimated Cost/Fee per unit (not to exceed):

Quantity:

Service Begin Date: mm/dd/yyyy

Service End Date: mm/dd/yyyy

Description:

254 characters remaining expand | clear

Total 0.00

- ▶ When the form is completed, click the **dropdown** at the top
 - ▶ Select “Add and Go to Cart” if finished
 - ▶ Select “Add to Cart and Return” if adding a second line

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- Click the **GO** button

In the Requisition:

- ▶ Change **Distribute By** to Amount instead of Quantity
 - ▶ In the requisition (click the Review button inside the cart), in the **Billing** section, under **Other Information**, look for **Distribute By**
 - Click the **Edit** button by the Distribute By
 - Use the dropdown to select Amount instead of Quantity

Next Steps

- ▶ As a shopper, assign your cart to a requestor
 - Refer to the instruction guide, "Shopper's Guide to Using myUF Market"
- ▶ As a requestor, complete the requisition
 - Refer to the instruction guide, "Completing a Requisition in myUF Market"

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