

[Shopping Using the Non-Catalog Item Form]

Use this instruction guide to create a requisition in myUF Market using the **Non-Catalog Item form** for products and goods unavailable from enabled vendors. Vendors who are not enabled in myUF Market will be accessible through the Non-Catalog Item form where you may search the UF vendor Anyone may use this feature – refer to the instruction guide, “Shopper’s Guide to myUF Market” to create a new cart before shopping. **New in 9.3: Finding your vendor is much easier with the new auto-complete search feature that searches like a “contains”!**

- ▶ 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
- ▶ At the main menu, click the **Home/Shop** tab at the top or the **Forms** tab
- ▶ Click the **Non-Catalog Item** link on either page

The screenshot shows the myUF Market Home/Shop interface. At the top, there is a navigation bar with tabs for 'home/shop', 'favorites', 'forms', 'carts', 'approvals', 'history', 'profile', and 'more >>'. Below the navigation bar, there is a search bar with the text 'Shop Everything' and a 'Go' button. A red circle highlights the 'non-catalog item' link in the navigation bar. Below the search bar, there are several sections: 'Action Items' (My Orders, Requisitions, Purchase Orders, View Approvals, View Administrative Items), 'Punch-out' (Lab Supplies, Office/Computer, MRO/Facilities), and a 'New! Fisher quotes available from punchout' section. The Fisher Scientific logo is also visible in the Punch-out section.

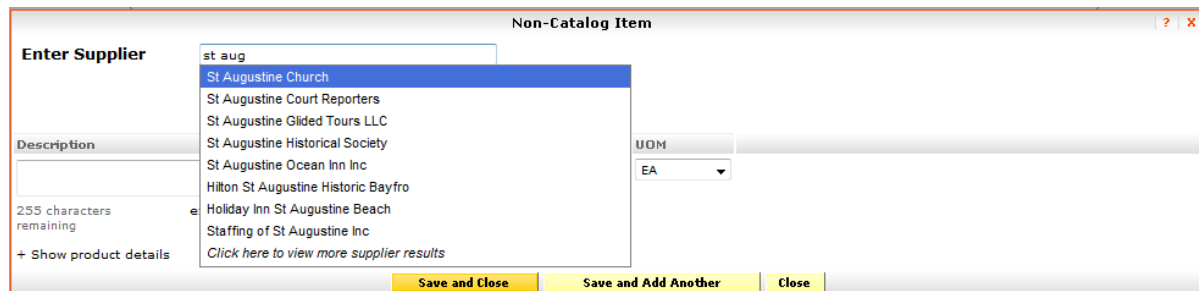
The screenshot shows the Non-Catalog Item form. It has a title bar 'Non-Catalog Item' and a close button. Below the title bar, there is an 'Enter Supplier' field with a search icon and the text 'or supplier search'. Below this, there is a table with the following columns: Description, Catalog No., Quantity, Price Estimate, and UOM. The UOM column has a dropdown menu with 'EA' selected. Below the table, there is a text area with '255 characters remaining' and 'expand | clear' options. At the bottom of the form, there are three buttons: 'Save and Close', 'Save and Add Another', and 'Close'.



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The Non-Catalog Process

- ▶ The system displays this form:
 - ▶ Search for the vendor by using the **Enter Supplier** search field
 - Enter part of the Supplier Name – the system will auto-complete with a list of vendors
 - Select the vendor by clicking the **vendor name** in the list
 - If you don't see your vendor, click the selection at the bottom of the list "Click here to view more supplier results"



The screenshot shows a web form titled "Non-Catalog Item". On the left, there is a section labeled "Enter Supplier" with a text input field containing "st aug". Below this is a dropdown menu listing several vendors: "St Augustine Church", "St Augustine Court Reporters", "St Augustine Glided Tours LLC", "St Augustine Historical Society", "St Augustine Ocean Inn Inc", "Hilton St Augustine Historic Bayfro", "Holiday Inn St Augustine Beach", and "Staffing of St Augustine Inc". At the bottom of the dropdown is a link: "Click here to view more supplier results". To the right of the dropdown is a "UOM" dropdown menu with "EA" selected. Below the dropdowns is a "Description" field with a character count of "255 characters remaining" and a "+ Show product details" link. At the bottom of the form are three buttons: "Save and Close", "Save and Add Another", and "Close".

- ▶ Complete the form by entering
 - Description – include make and model
 - Quantity
 - Price Estimate
 - Unit of Measure (UOM)
- ▶ Click the **Save and Close** button to add to the shopping cart
 - Your items will appear as line items in the cart with your selected vendor

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"

UF Purchasing policy and regulations still apply – please see the Purchasing website for quote/bid level requirements.

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