

# [Shopping Using the Product Search]

Use this instruction guide to learn how to search for products from the hosted eCatalogs in myUF Market and add them to your cart. The **Product Search** returns product from the hosted catalogs. Start with by entering an item into the search field and follow the steps outlined in this guide to refine your search. Anyone may use this feature – refer to the instruction guide, “Shopper’s Guide to myUF Market” to create a new cart before shopping. Punchout shopping is available as another option; please refer to the instruction guide, “Shopping with the Punchout Websites”.

- ▶ 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 to start your search

## Shop at the Top

- ▶ To start searching for an item,
  - ▶ Click the **Everything** dropdown and select a shopping category
  - ▶ Enter the item in the search field
  - ▶ Click the Go button
- ▶ A result set will display with the number of results at the top only for the hosted catalogs
  - ▶ Scroll down to see the complete list of items – each row representing one item and all its information

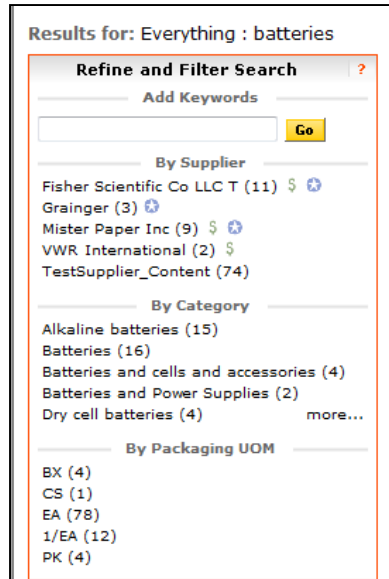
The screenshot displays the myUF Market Product Search interface. At the top, the user is logged in as Marianne Preisler. The search bar shows 'batteries' entered, with a 'Go' button and an 'advanced search' link. Below the search bar, the results are displayed for 'Everything : batteries', showing 1 - 20 of 99 results. The results are sorted by 'Best Match'. The first three items are:

Product Name	Part Number	Manufacturer Info	Price	Unit
<b>BATTERY, D.ENERGIZER, 4/PK</b> from Mister Paper Inc	390989	E95BP-4 - (EVEREADY/ENERGIZER BATTERY CO)	2.89 USD	PK
<b>Level Cube, 9V Battery</b> from Fisher Scientific Co LLC T	FL14103N	FL14103N - (Fisher Scientific Products Group)	348.50 USD	1/EA
<b>Battery Pack</b> from Fisher Scientific Co LLC T	BT3011513	3011513 - (Bio Tek Instruments Inc)	260.00 USD	1/EA

Each item includes an 'Add to Cart' button and a 'compare' link. The interface also features a 'Refine and Filter Search' sidebar on the left, allowing users to filter results by supplier, category, and packaging UOM.



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## To refine your search

- ▶ Use the **Refine and Filter Search** panel on the left
  - ▶ Add keywords to search within the Search Results and click the Go button
  - ▶ Narrow your search results by filtering by:
    - Supplier
    - Category
    - Packaging Unit of Measure UOM
  - ▶ Click on any listed to make a subset of the search results per your selection
  - ▶ You may also use the Sort By dropdown to sort results by:
    - Part Number
    - Description
    - Size
    - Packaging UOM
    - Supplier
    - Price Low to High
    - Price High to Low

## Making Your Selection and Adding Items to the Active Cart

- ▶ If you see the item needed in the list, change the quantity on the right-hand side
  - ▶ Click the **Add to Cart** button to add to the Active Shopping Cart
  - ▶ You may also use the **Add Favorite** and **Compare** links for each row

## Using the Advanced Search Features

- ▶ If you need to further refine your search, click the **Advanced Search** link on the right-hand side of the **Search** field on the top
- ▶ A new search terms box will display
  - ▶ Click the **Everything** dropdown to select a shopping category
  - ▶ Under the section titled, Find Results That Have, you may enter
    - All of These Words
    - Supplier Name
    - Part Number or SKU
    - Manufacturer Name
  - ▶ Under the section titled, Other Options, you may
    - Check the box for Include Similar Terms
    - Enter an Exact Phrase

# [Shopping Using the Product Search]

- Enter words to be Excluded
- Use the Any of These Words search term
- ▶ See the box below for further explanation
- ▶ The field in the Simple Search (Shop at the Top) uses the **Must Include the Words** search feature

## Search Fields and When to Use

Must include the words (Shop at the Top)	Only products containing ALL the words here are returned. They don't have to be in the same order.
Any of These Words	Search results will include ANY of the words included here.
Exact Phrase	Products that have the exact words including punctuation and spaces in the same order entered are returned.
Exclude Words	Products including any of the words entered are excluded from the search results. Use in tandem with another of the search fields to narrow the search, as in Must Include The Words = gloves and Exclude the words = leather

**Advanced Search** simple search...

Office/Computer ▼

**Find Results That Have:**

All of These Words  Supplier Name

Part Number (SKU)  Manufacturer Name

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**Other Options**

Include similar terms  Exclude Words

Exact Phrase  Any of These Words

**Search** change preferences

Go to: favorites | forms | non-catalog item | quick order    Browse: suppliers | categories

If you cannot find the product you are looking for, try the punchout websites. These are UF-specific with contract vendors and expanded catalogs. Use the instruction guide, "Shopping Using Punchouts Website" for instructions.

## Next Steps

- ▶ As a shopper, assign your cart to a requestor – search by name (Requestors need to have signed in to the system to have their names available in the search.)
- ▶ 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](mailto:myufmarket@ufl.edu) or contact Purchasing Services at 392-1331 or visit <http://www.purchasing.ufl.edu/myufmarket>