

[Shopping Using Punchout Websites]

Use this instruction guide to learn how to shop the punchouts in myUF Market and add selections to your cart. Punchouts are UF-specific websites provided by vendors with pricing reviewed by Purchasing Services. Access them by clicking their logo on the Home/Shop page of myUF Market.

Shop and make selections within the site and when ready to return to myUF Market, use the site's navigation buttons to add the items chosen into the myUF Market cart as line items. The punchout sites provide their own cart to collect selections. Add or delete selections in the punchout's cart and make your final selections before returning to myUF Market.

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.

- ▶ 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

Using Punchouts

- ▶ Click the **logo of the company** from which you would like to shop

The screenshot shows the myUF Market interface. At the top, there's a navigation bar with tabs for 'home/shop', 'favorites', 'forms', 'carts', 'approvals', 'history', 'profile', and 'more >>'. A search bar is located on the right with a 'Go' button. Below the navigation bar, there's a 'Shop' section with a dropdown menu set to 'Everything' and a 'Go' button. The main content area is divided into several sections: 'Action Items' on the left, 'Punch-out Lab Supplies' in the center, and 'Office/Computer' and 'MRO/Facilities' below it. The 'Punch-out Lab Supplies' section contains logos for Applied Biosystems, Fisher Scientific, SIGMA-ALDRICH, and Invitrogen. The 'Office/Computer' section contains logos for Cargill Connection Computer Products and Office Max. The 'MRO/Facilities' section contains logos for GraybaR, emsource, and GRAINGER. There are also some announcements and links for instructions.



[Shopping Using Punchout Websites]

- ▶ Although the look and feel of each punchout is different, they all have common features to aid the shopper, such as
 - ▶ A search field at the top of the page and a search button
 - ▶ Indexes or listings to help shoppers browse through organized topics
 - ▶ A link or phone number to a company representative for assistance shopping
- ▶ Once you make your selections and add items to the punchout's cart
 - ▶ Look for the view cart button on the vendor's website to see your items
 - ▶ Delete any you do not wish to purchase here before returning to myUF Market

Returning to the Market

- ▶ Each punchout has unique navigation to return your selections to the myUF Market Active Cart
 - ▶ Refer to the table below to navigate back to myUF Market from each punchout

<u>Punchout</u>	<u>To Return to myUF Market</u>	<u>Features</u>
<u>Applied BioSystems</u>	<u>Continue Button > Transfer to Procurement System Button</u>	<u>Punchout User Tips</u>
<u>GovConnection</u>	<u>Begin Secure Checkout > Submit Cart</u>	<u>Reports and Purchase History</u>
<u>Fisher Scientific</u>	<u>Checkout Link on left > Submit</u>	<u>Hotlists, View Order Status, My Quotes</u>
<u>Sigma Aldrich</u>	<u>Check Out</u>	<u>Virtual Stockroom</u>
<u>Invitrogen</u>	<u>Add to Cart > Preview Order > Return Cart for Checkout</u>	<u>Drill down indexes</u>
<u>Office Depot</u>	<u>Add to Cart > Checkout > Continue</u>	<u>My Shopping Lists</u>
<u>Graybar</u>	<u>Add to Cart > Return to Buying Application</u>	<u>Recent Web Orders</u>
<u>Grainger</u>	<u>Go To Requisition Form > Continue > Submit Requisition</u>	<u>Personal List</u>

[Shopping Using Punchout Websites]

Returning to the Cart in myUF Market

- ▶ Your items will appear as line items, and the punchout vendor will appear as the vendor
 - ▶ Assign your cart to your requestor for processing

PCards in Punchouts

- ▶ Use your PCard in many of the punchout websites
 - ▶ A listing of which ones accept the UF PCard can be found at <http://www.purchasing.ufl.edu/myufmarket.htm> and click on the Vendors tab
 - ▶ Under Billing, if your PCard is in your profile you can add or remove it as a payment method
 - Click the **Edit** button by the PCard
 - Click the **Unassign** button to remove the card
- ▶ To activate your PCard for use in the myUF Market system, navigate to the PCard website at http://www.purchasing.ufl.edu/main_purchasingcards.asp and click on "Request PCard Use in myUF Market" to enter your information
 - ▶ The UF PCard Team will add your PCard to the system

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>