

[Using PCard in myUF Market]

Use this instruction guide to take advantage of vendors in myUF Market that accept UF PCard as a payment method. If a vendor accepts PCard, your PCard may automatically display in the requisition, depending on your **User Profile** entry for PCard. If you set up your PCard as default, it will display. Notify the requestor when assigning the requisition in the **Add a Note** section if you would like the requestor to remove it. You may also remove the PCard from the requisition by using the **Edit** button. PCard policies still apply in the 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_Requrator and UF_N_MKT_Financial Approver

Activating Your PCard in myUF Market

- ▶ To have your PCard ready for use in myUF Market, navigate to Purchasing Services website at http://www.purchasing.ufl.edu/main_purchasingcards.asp and click the myUF Market logo to enter your request
 - ▶ You must have logged in **at least once** to activate your profile in myUF Market
- ▶ You can view your PCard in your **User Profile** once it is entered by the PCard Team
 - ▶ Set it to default if you prefer it to always appear on your requisition as payment method

Shopping with the PCard

- ▶ For enabled vendors in myUF Market that accept PCard, the myUF Market will show PCard as a payment option in the **Billing** section of the requisition –
 - ▶ From your cart, click the **Review** button at the top
 - ▶ Click **Edit** in the Billing section

The screenshot shows the 'Review' step of a requisition process. At the top, a navigation bar includes 'Create Cart', 'Add Products', 'Edit Cart', 'Review', 'Place Order or Assign Cart', 'PR Approvals', and 'PO Preview'. A yellow box highlights two error messages: 'To be filled out by Req. Initiator: Shipping address' and 'To be filled out by Req. Initiator: Billing address'. Below this, the 'Add Non-Catalog Item' button is visible. The main content area is divided into sections: 'Requisition' (with tabs for Summary, Shipping, Billing, Chart of Account Fields, and Supplier Info), 'General' (with 'edit' button), 'Shipping' (with 'Ship To' and 'Delivery Options' sections, both with 'edit' buttons), and 'Billing' (with 'Bill To' and 'PCard Information' sections, both with 'edit' buttons). The 'PCard Information' section shows fields for Cardholder Name (mprequester), Card Number (XXXXXXXXXXXX1111), Card Security Code, and Expiration Date (10/2010). The 'Other Information' section includes 'Distribute By' and 'Quantity' fields. A red circle highlights the 'edit' button in the 'PCard Information' section.

- ▶ It will not display the entire PCard number, only the last four digits



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- ▶ If an enabled vendor does **not** accept PCard, it will **not** show the payment option to include PCard
- ▶ Click the **Unassign** or **Assign** button depending on which displays

PCard Information [?] [X]

Select a credit card from your wallet. [Dropdown]

Card Details

Cardholder Name: mpshopper
Card Number: XXXXXXXXXXXXXXX1111
Expiration Date: 10 / 2010

[Save] [Cancel] [Unassign]

- ▶ You may also add a note to your requestor when you assign the cart asking to remove the PCard from the requisition, or to add it for use with the requisition
 - ▶ If it appears as a payment option, the requestor may “assign” it to the purchase if you ask them to
 - ▶ The requestor will “unassign” the PCard from the purchasing request if you decide not to use it for the purchase
- ▶ If you do use your PCard,
 - ▶ After assigning your cart, the requestor must enter ChartFields needed for that purchase
 - ▶ Know your PCard limits – PCard rules still apply, such as
 - Single transaction limits
 - Assets not allowed on PCards
 - ▶ The PO will not be imported into myUFL for vouchering
 - ▶ The PCard statement will be reconciled in your department as it has been in the past

Vendors That Accept PCard

The following is a list of vendors that accept PCard – this list will be updated as more vendors are enabled in myUF Market:

IT Hardware

- GovConnection*

Lab Supplies

- Applied Biosystems*
- BD Biosciences*
- Beckman Coulter*
- Bio-Rad*
- Fisher Scientific*
- Invitrogen*
- Millipore*

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- PerkinElmer*
- Qiagen*
- Sigma Aldrich*
- VWR*

MRO Supplies

- Graybar*
- WW Grainger*

Office Supplies

- Mister Paper/Office Depot Tier 1*

For further assistance, e-mail myufmarket@ufl.edu or contact Purchasing Services at 392-1331 or e-mail the PCard Team at PCard@ufl.edu

Please visit <http://www.purchasing.ufl.edu/myufmarket>