UF | Office of Human
Resource Services
Training and Organizational
Development
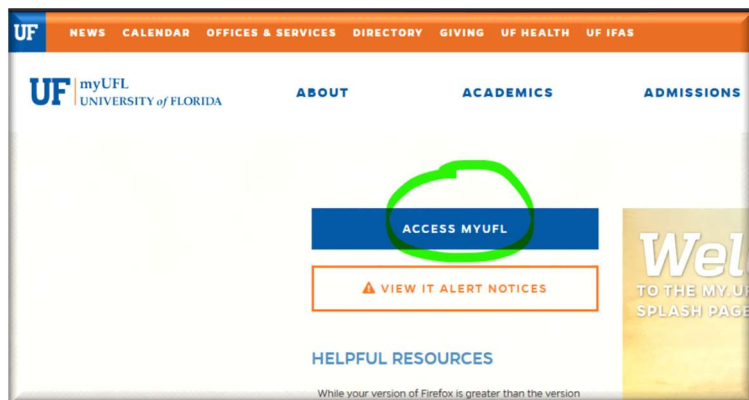UNIVERSITY *of* FLORIDA

Overview

Use this instruction guide to learn how to log into myUF Marketplace and use the Amazon punchout:

1. Go to http://my.ufl.edu and enter your Gatorlink username and password
2. Navigate to Main Menu > My Self Service > myUF Marketplace
3. In the "Office Supplies/Books…" section, find the Amazon Business punchout icon and click on it
   - Because the punchout recognizes your UF login, you won't need to use your Amazon username and password anymore.
4. Shop for products and add them to the cart – when complete, click on **Proceed to checkout**
   - Read the Important Messages about your order (IF you receive a restricted item notice…move forward with your order) We will push the item through if it has been approved on your SAR.
5. Click **Submit Order for Approval** to bring the cart into myUF Marketplace
6. On the Right side of the screen you will see a **DETAILS box**: In the box under **NAME** enter the following information: **COMPLETE SAR# xxx-xxxxxxx and Organization Name IF THIS BOX DOES NOT HAVE YOUR SAR & ORG NAME YOUR ORDER WILL AUTOMATICALLY BE REJECTED.**
7. Click on **Proceed to Check out 2 times**
8. Click on **Assign Cart**
9. Click on **SEARCH** and enter Last Name**: Harrell** First Name**: KIMBERLY** when the contact comes up, click on the **+** and then **ASSIGN**

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Logging in to myUFL and Navigating to myUF Marketplace

To access myUF Marketplace as a Shopper:
   a. Log on to **http://my.ufl.edu** using your GatorLink username and password
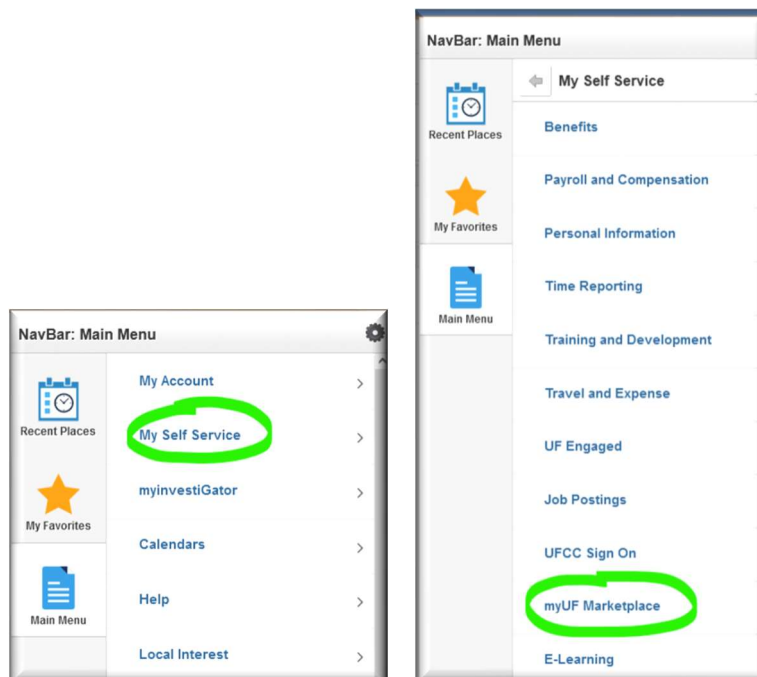

   b. Click **Nav bar > Main Menu:**

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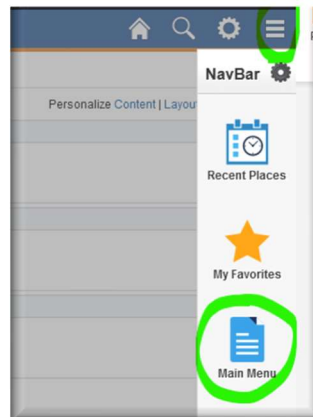
c. Click **My Self Service > myUF Marketplace**

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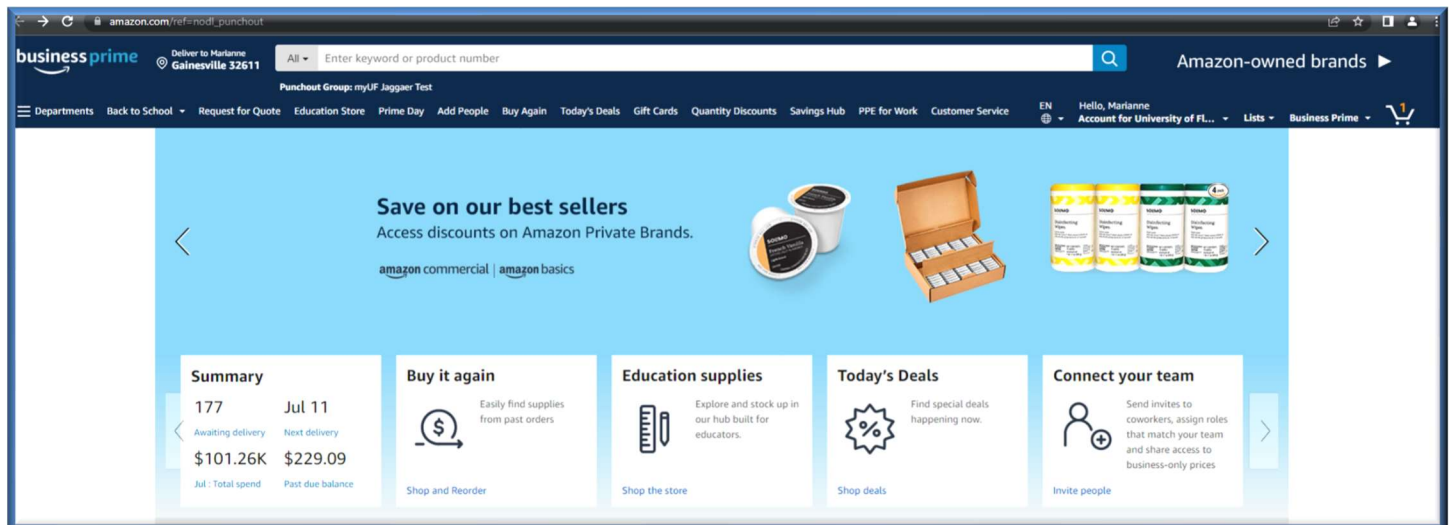University of Florida, Gainesville, FL 32611

Find the Amazon punchout tile and click to open

To access the Amazon punchout,
  a. Look for the "Office Supplies/Books/Computers/Electronics" section, then click on the Amazon Business tile to open:
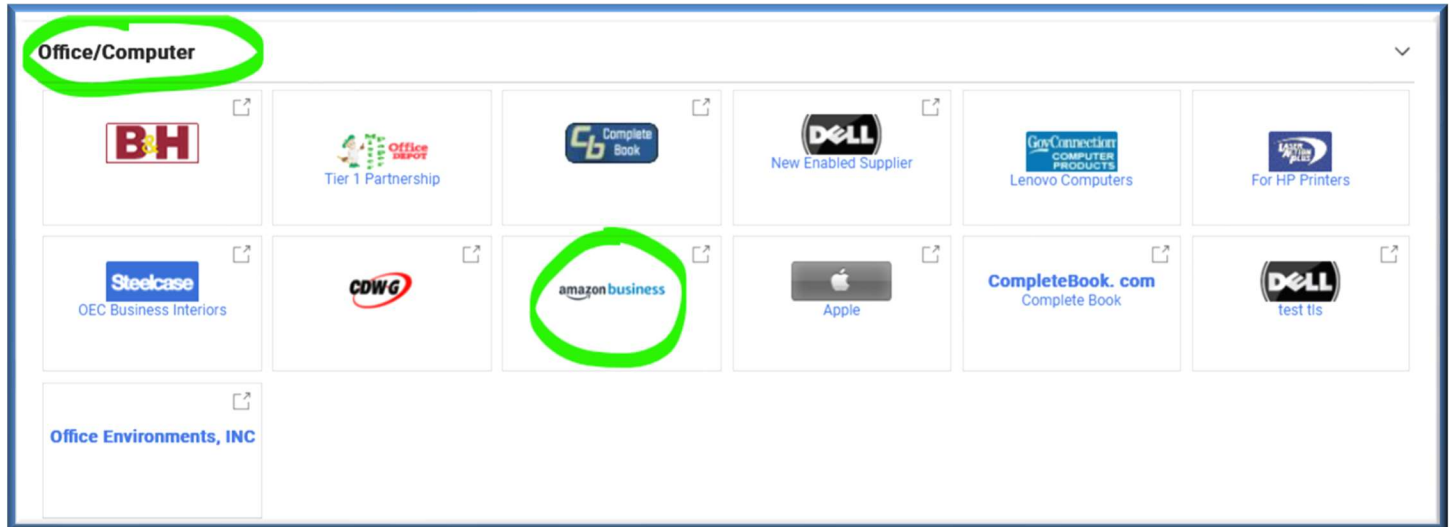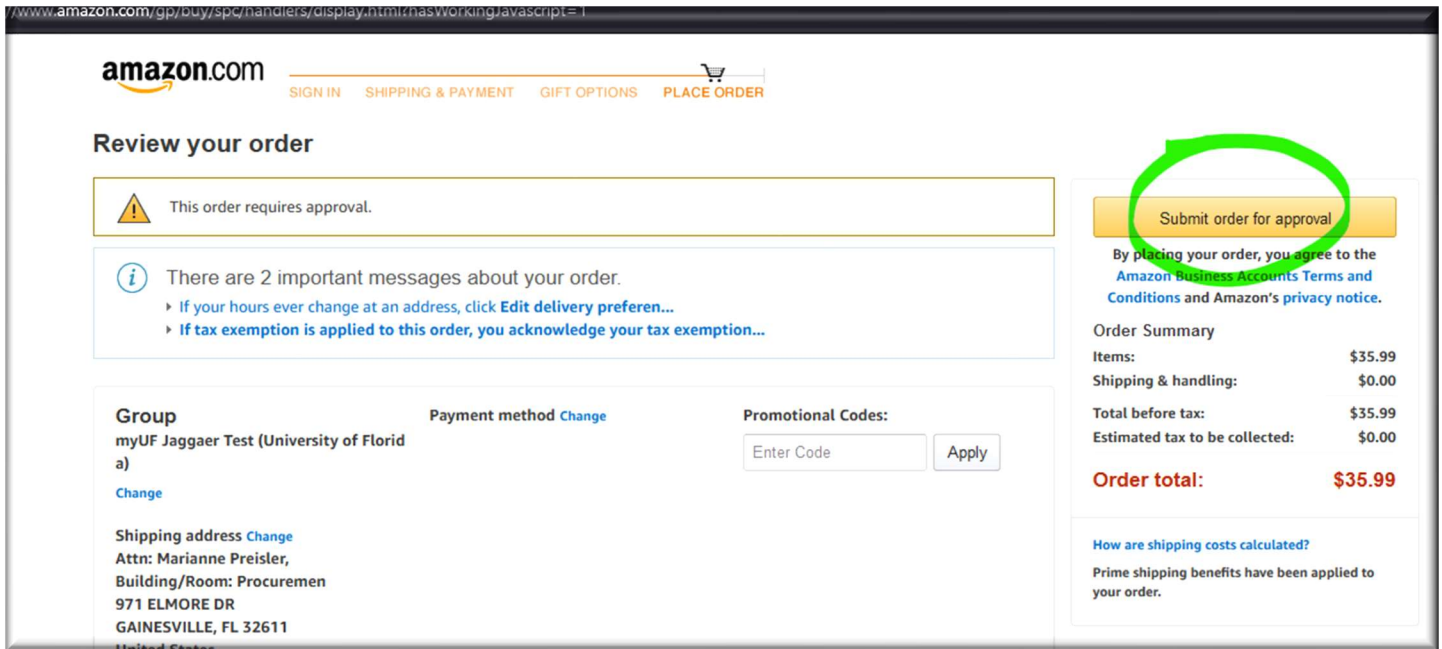

At the website, you can start shopping like you regularly do:

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Once you have completed your cart in the Amazon punchout – proceed to checkout and click Submit Order for Approval. Don't worry about the Ship To here – that is changed later:
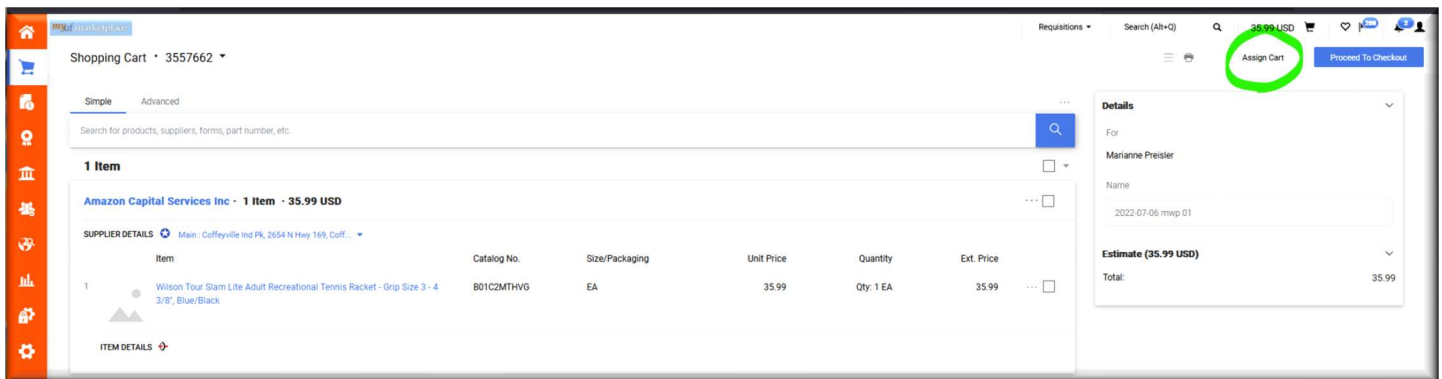

It will bring the order into myUF Marketplace.

1. On the Right side of the screen you will see a **DETAILS box**: In the box under **NAME** enter the following information: **YOUR Complete SAR# xxx-xxxxxxx and Organization Name. <mark>This step is a VERY IMPORTANT step!!</mark>**
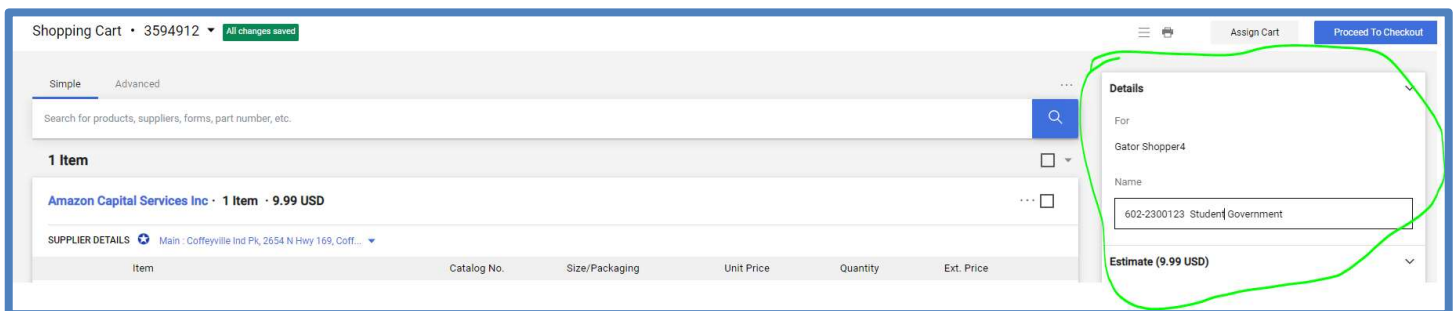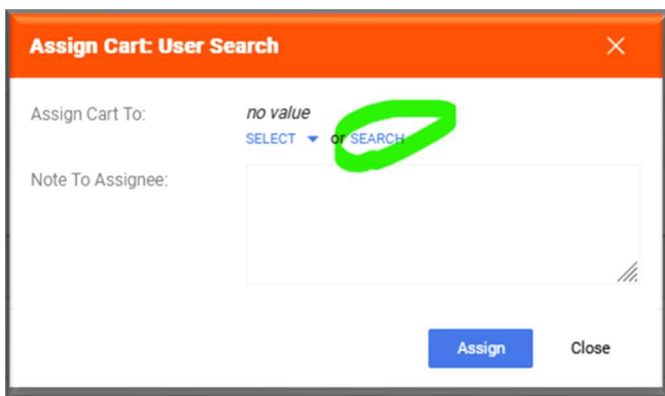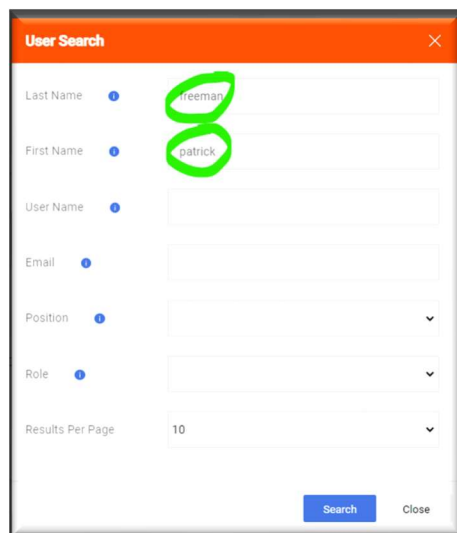
Click on Assign Cart to send the cart to your Requestor (Harrell, Kimberly) who will place the order:

Note: You will only need to Search once for your requestor and then save the name for use under "Select" next time:

Enter the first and last name of your Requestor then click on Search:

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Click the Plus + button to add the person:

Check the Add to Profile box so next time you don't have to search:

Next time just click on SELECT and the person's name will show:

Please keep and record the requisition number you are assigned after you place your order incase there are any issues with your order.

Your Requestor will add the Ship To, Bill To, and ChartField info, and place the order. You will be notified

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by SG Finance when your order is ready for pickup.

For any myUF Marketplace assistance, please email purchasing@ufl.edu or call 352 392-1335.