

### **Overview**

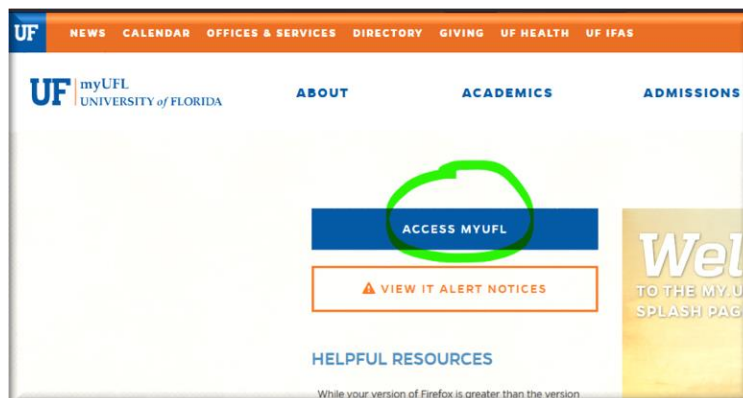
Use this instruction guide to learn how to log into myUF Marketplace and use the Amazon punchout:

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/Computer section, find the Amazon Business punchout and click on it
  - a. 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 ready click on **Proceed to Checkout**
  - a. Read the Important Messages about your order
  - b. PCard is not longer used and you don't need to add any comments about ChartFields
5. Click **Submit Order for Approval** to bring the cart into myUF Marketplace

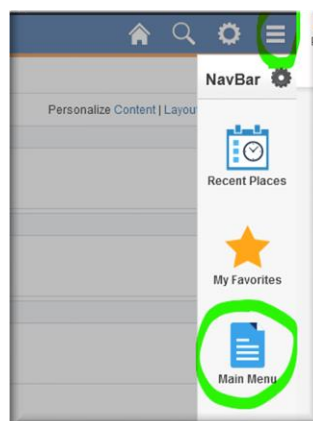
### **Logging in to myUFL and Navigating to myUF Marketplace**

To access myUF Marketplace as a Shopper:

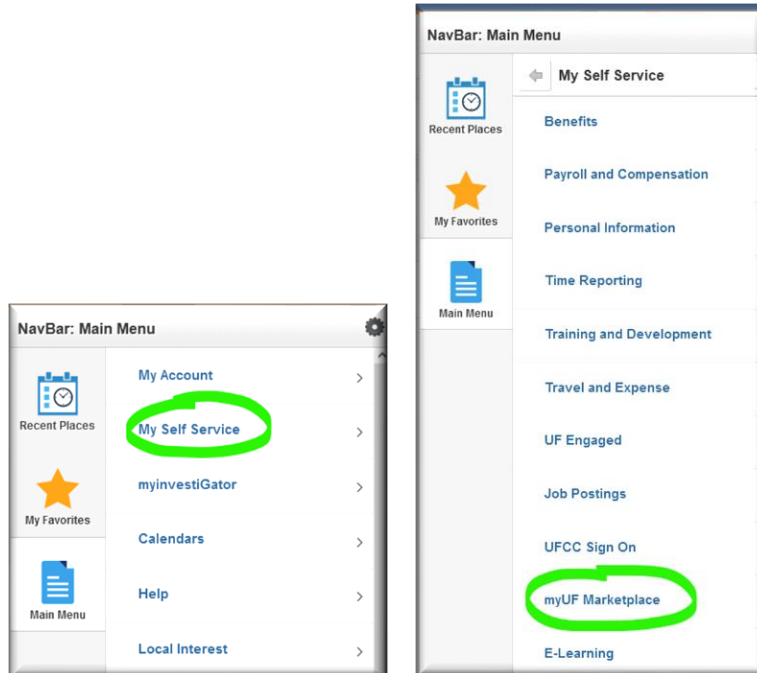
- a. Log on to **<http://my.ufl.edu>** using your GatorLink username and password



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



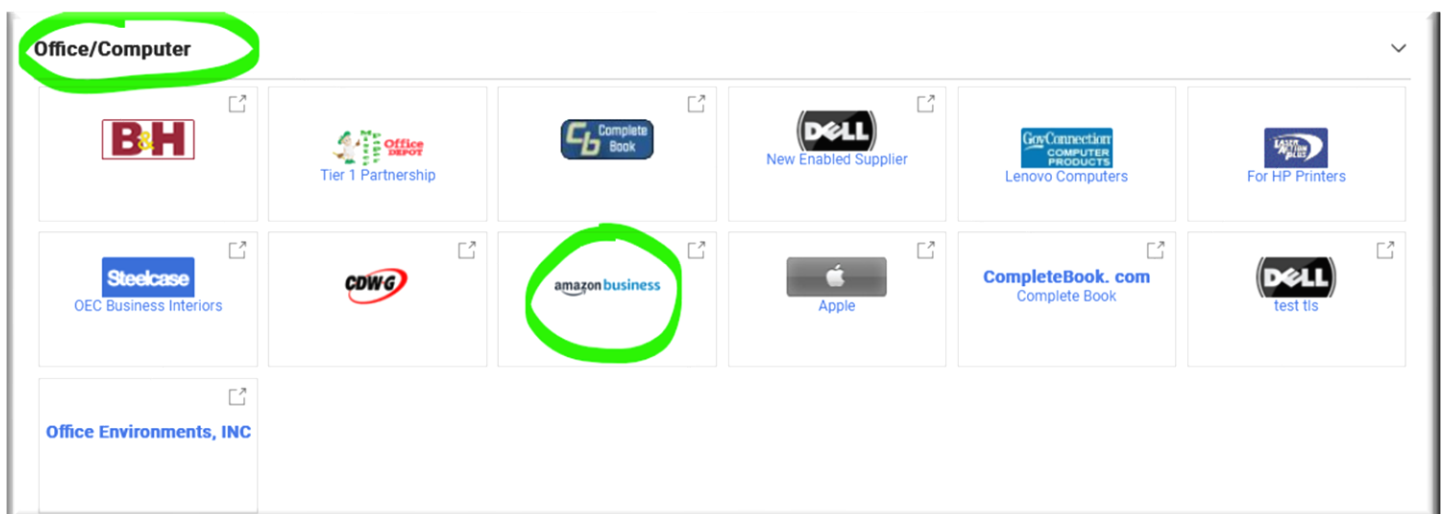
c. Click **My Self Service > myUF Marketplace**



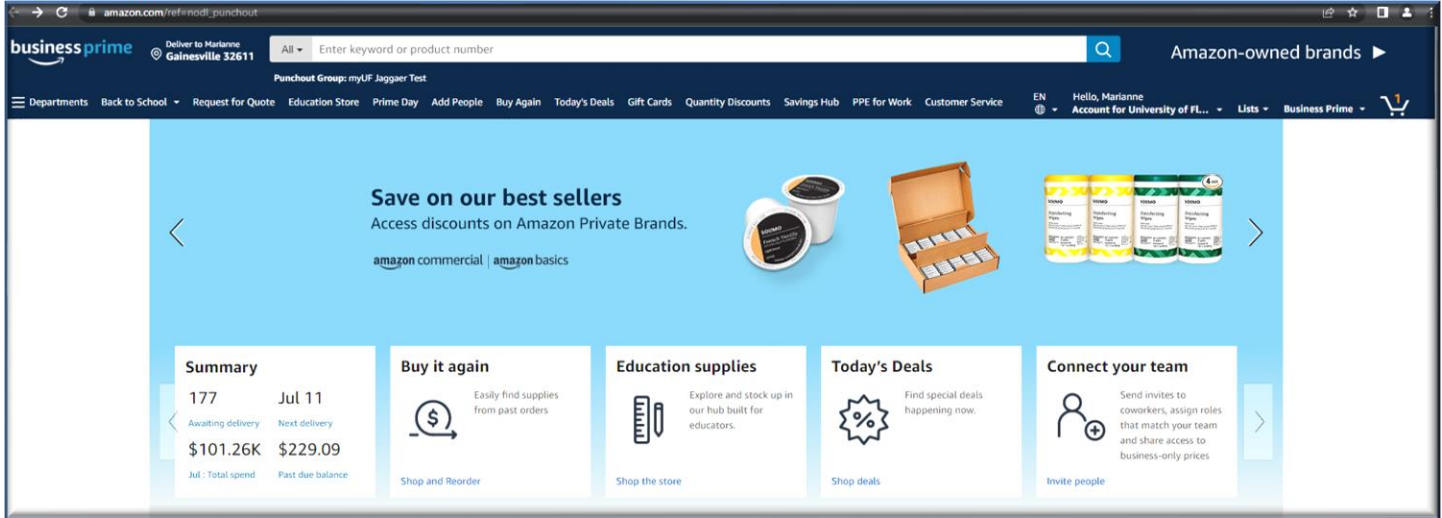
### Find the Amazon punchout tile and click to open

To access the Amazon punchout,

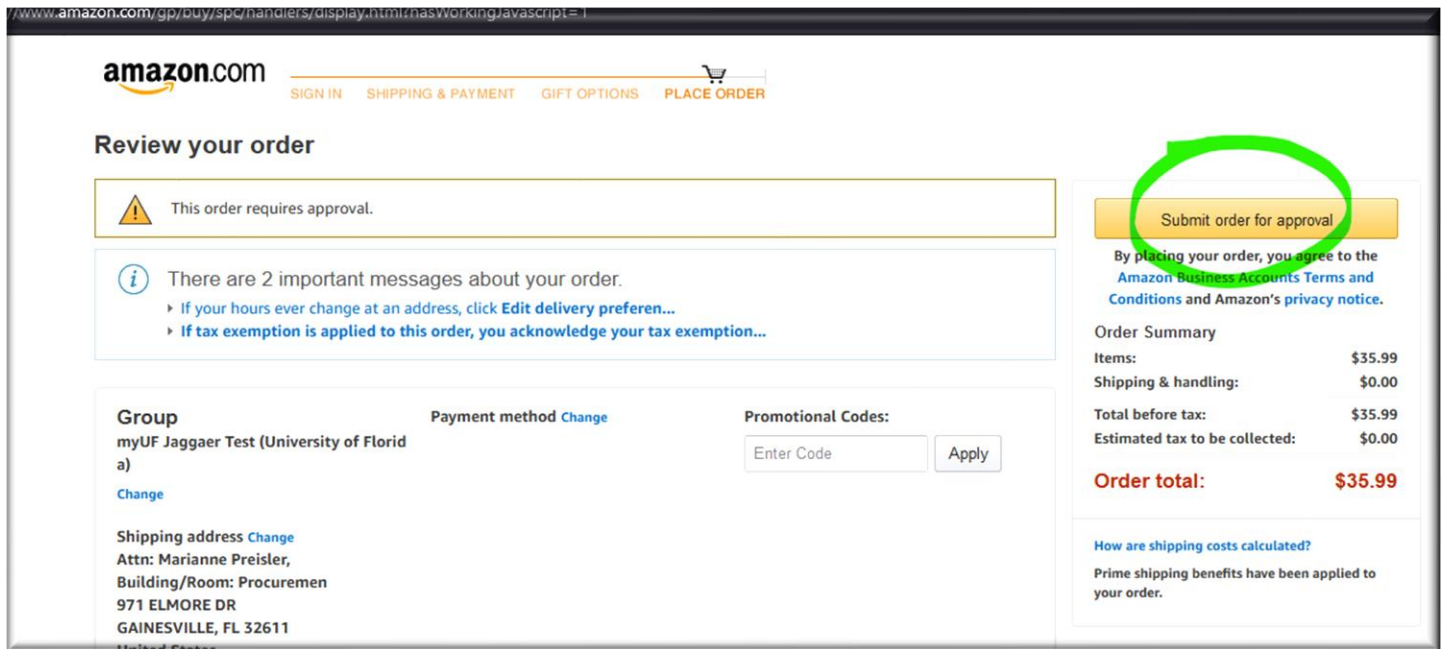
a. Look for the Office/Computer section, then click on the AmazonBusiness tile to open:



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



Once you have 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:

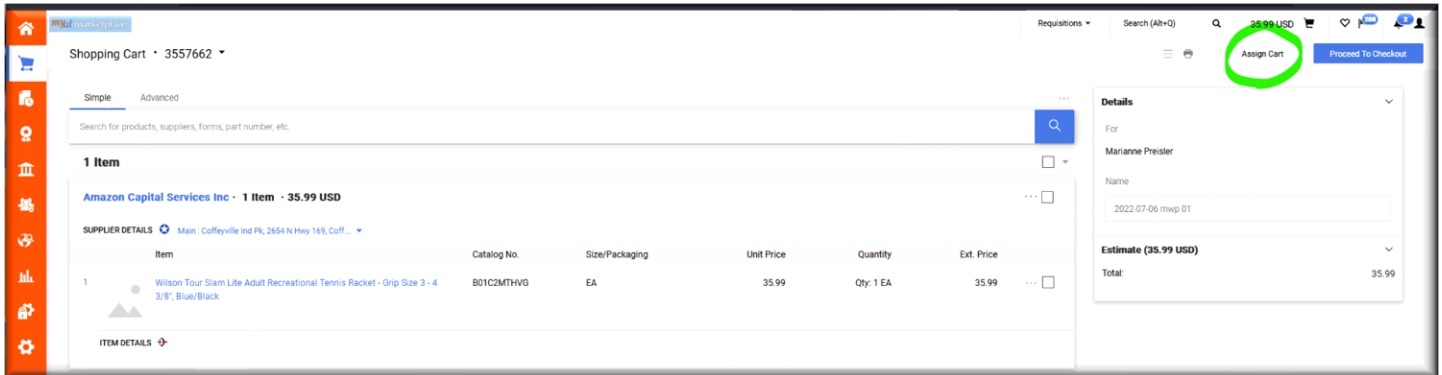


It will bring the order into myUF Marketplace.

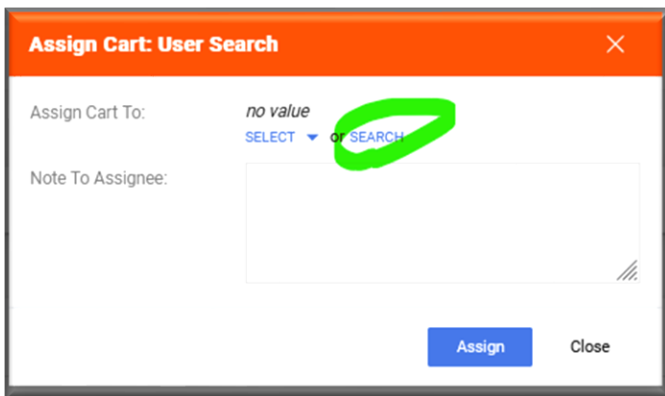
# Instruction Guide

## Logging into myUF Marketplace to use the Amazon punchout

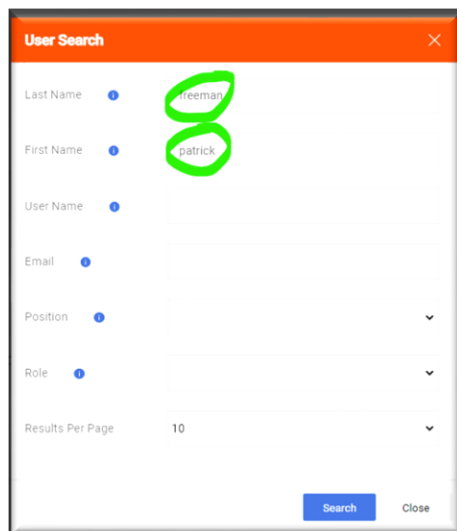
Click on Assign Cart to send the cart to your Requestor who will place the order:



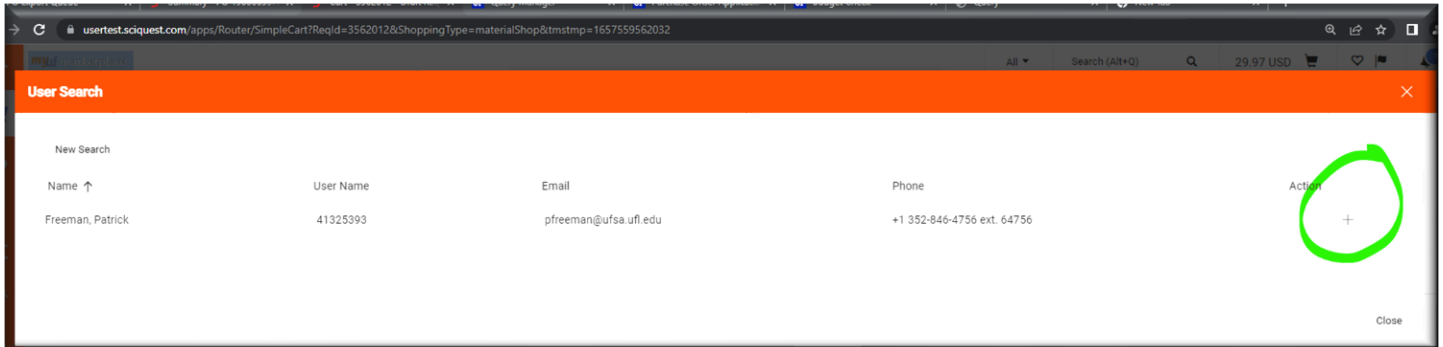
Note: You will only need to Search once then you can save that person and use Select next time:



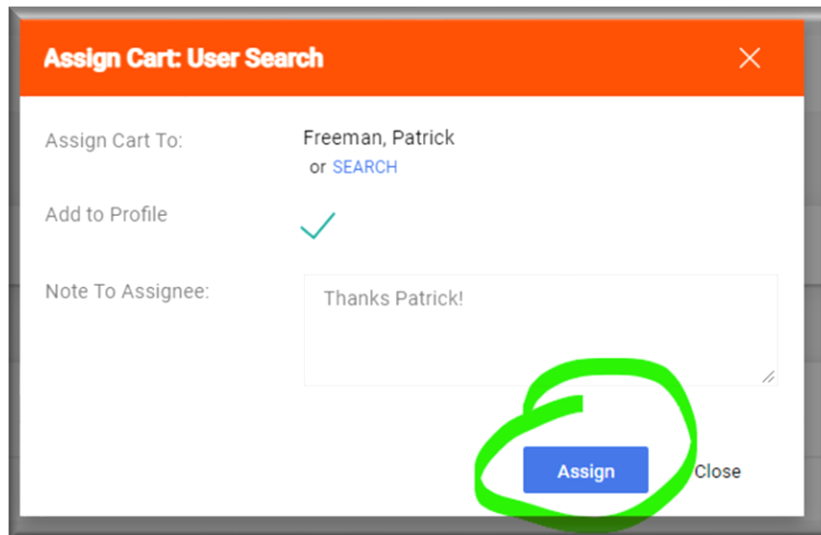
Enter the first and last name of your Requestor then click on Search:



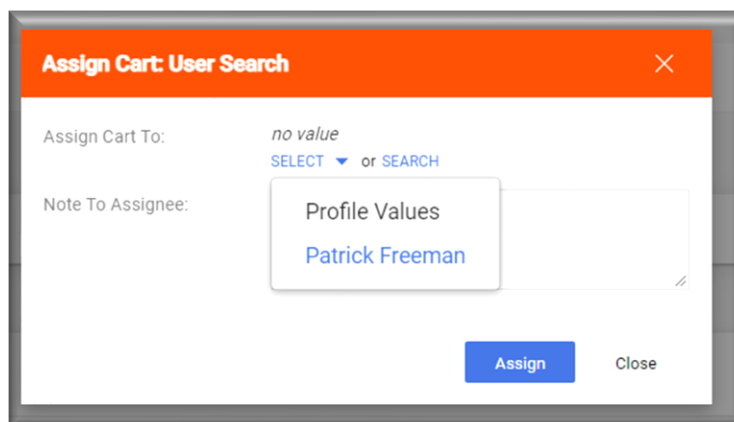
Click the Plus + button to add the person:



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:



Your Requestor will add Ship To, Bill To and ChartFields and place the order. For any assistance, please email [purchasing@ufl.edu](mailto:purchasing@ufl.edu) or call 352 392-1335.