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.
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 or call 352 392-1335.