

Preparing the Cart

1. Navigate to My.ufl.edu > Main Menu > My Self Service > MyUF Marketplace
2. Select Amazon Punchout Supplier
3. Search for product(s)
4. Click Add to Cart
5. Proceed to checkout
6. Edit Shipping Address
7. Pay by Invoice should automatically populate. Click "Use this payment method"
8. You may receive a message stating the order is restricted. This message is simply reminding us to shop through Marketplace
9. Choose delivery option
10. Submit Order for Approval
11. At this point, please click "Proceed to checkout" NOT "assign cart"
12. Work through webpage and enter all information with "required" in red and as follows:
 - a. Double check Ship to address
 - b. Bill to address
*PO Box 3357, Scranton PA (UF's 3rd party billing company)
 - c. Business Purpose
*State detailed **business purpose that includes how item is being used to benefit extension**
 - d. Chartfields
*PO Business Unit: First 4 digits of your department
*UFID # of the person the expense is for
*Budget Reference is not in red, but make sure you enter whether it is CRRNT/CYFWD
*Account codes: Use magnifying glass to search OR <https://www.fa.ufl.edu/wp-content/uploads/2019/04/7XXXXX-Operating-Expenses-Non-Payroll.pdf>
*DO NOT use 799900 account code
 - e. Attachments: Add supporting documents (fund approval, UFF-PA forms for 171 funds, etc)
13. Click "Assign Cart" at top right corner
 1. Who you assign the cart to will depend on the funds:
 - Michelle LeGrande while Caitlyn Lee is out on leave (County funds)
Example: 60351030-**182**, 60351030-**171**, or 60351030-**143**
 - Amy Holton (County Grant funds)
Example: 60351037-**209**-3300-G000720-CRRNT-P0190151
 - Karrie Patrick (Dean & District funds)
Example: 60350000-**103**, 60050000-**171**
 - Christy Huntley (Grant funds)
Example: 60351003-**201**-3300-G000090-P0171039