Using The Search Catalog

The Search Catalog feature allows you to go through PeopleSoft requisitioning to shop on the web on a UF contract vendor’s web site and then to return to PeopleSoft requisitioning to complete the process. You begin by creating a requisition in PeopleSoft.

- Log into the system using the myUFL portal, using your GatorLink user id and password (http://my.ufl.edu)
- Navigate to eProcurement > Create Requisition
  - Click on "OK" - now you will see the Requisition Summary panel

Requisition for:  Karen Frank

- Click on the "Search Catalog" link on the Requisition Summary panel
  - This will take you to the Search Catalog panel
- On the "Search Catalog" panel you may browse or search catalogs
  - Click on the "All Purchasing Items" link to see the list of participating vendors

- Click on the link of the vendor you would like to use
  - For example, click on Dell Computer
Notice the panel is tailored to the University of Florida

**Note:** Every vendor’s web site will look different because each vendor is responsible for maintaining their own web site. Follow the on-screen prompts to fill your cart then return to your requisition to complete it.

Here’s an example of completing a Dell order:

![Dell order example](image)

- After you have made your selections, the web site will allow you to create a requisition
- On the Dell web site, look for a "Create Order Requisition" button

![Dell order summary](image)

- When done, click on the "Submit Order Requisition" button
- This will return you to the Requisition Summary panel in PeopleSoft
The Requisition Summary panel now displays your Dell order from the web site.

**Hint:** All Search Catalog vendors are University Contract vendors. Add the University Contract to each line of the requisition to bypass Purchasing during the requisition approval process. For training, see the Instruction Guide on Using University Contracts.

- If you experience trouble with a vendor's web site, please e-mail purchasing@ufl.edu
  - Include the vendor's site with which you had difficulty
  - Explain the problem

The Purchasing Coordinator who handles the contract will work with the vendor to resolve the problem.

Call the UF Help Desk if you have questions at 392-HELP.