[Using University Contracts]

When creating a requisition, if you are purchasing a product from a vendor that is covered by a university contract, you may add the contract to each line of the requisition so it will bypass Purchasing during the requisition approval process.

- Log into the system using the myUFL portal, using your GatorLink user id and password (http://my.ufl.edu)
- Go to Create Requisition by navigating to eProcurement > Create Requisition
- Click OK”— you will see the Requisition Summary panel
- Click on Special Request
- On the Special Request panel, check Good or Service, then click "OK"
  - Enter all the information needed
  - Click on the "Add Item" button to return to the Requisition Summary panel
  - To check for a contract, click on the "Line Details" button
You will see the Item Details panel
- Notice the Vendor ID appears (if you forgot to add a vendor, you may do so from here by clicking on the magnifying glass)
- Click on the Contract ID lookup icon

The system will take you directly to the Contract ID search results and automatically displays contracts only for the vendor selected

Look at the description to determine which contract to use (since we're buying a notebook computer, we chose the second contract)
- Click on the link to make your selection
The system will enter it into the Contract ID box

- Click on the "Return to Previous Main Panel" link

Now you will be on the Requisition Summary panel

- You may add more lines and check for contracts for each line
- You may save and submit your requisition

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