Shopping using an UFIT Computing, Wall-Plate OR Enterprise Systems Internal Service Provider (ISP) form in myUFMarket

- This form should be utilized to provide UFIT Billing with the necessary Chartfield information to bill for one of three separate service types: either regular Computing (not research/HPC), Wall-Plate, or Enterprise Systems services (C, W, or E).

- A single form and corresponding PO line/account code should be submitted for each specific type of service.

Access myUFMarket by navigating to http://my.ufl.edu and logging in with your Gatorlink username and password, and navigate by:

- Click Main Menu > My Self Service > myUFMarket
- Click on Shopping Cart icon in left menu bar > View Forms
- Click > Shared > Organization Forms > UF Internal Service Provider Forms > UFIT Services (was CNS)

- Click the UFIT Computing, Wall-Plate and Enterprise Systems Service Request Form link or the View Form button

- Complete Form Sections

**Order Information**

- **Description** - enter a short description of the service
- **Type of Service** - select the desired service from the drop down menu
- **Estimated Cost (not to exceed)** – this requisition does not encumber any funds, but it cannot be left blank. Please enter at least $1.00.
- **Commodity Code** – 81111000
UFIT Customer ID Number

- **Customer ID Number (required)** - enter your 8-digit UFIT Computing, Wall-Plate or Enterprise Systems Customer Number (including the -C, -W, or -E). For your convenience, up to five UFIT Customer Numbers can be specified in the bottom section if needed. This is helpful if you are using the same Chartfield for multiple same service type customer numbers OR you would like to use the same Chartfield for more than one type of service.

UFIT Wall-Plate Work Order Number

- **UFIT Work Order Number (Optional)** – used only for wall-plate work order numbers. For Computing or Enterprise services leave blank.
ONLY IF NEEDED - You may use the “Add to Cart and Return” feature from the drop down menu in the upper right corner of the screen to submit a form for an additional service type.

Once all forms are completed, select the “Add and go to Cart” feature from the drop down menu in the upper right corner of the screen and click Go.

After Proceeding to Checkout, you must complete the Chartfield section. If you entered only one form, the Account Code in the Chartfield header should match the service selected:

- 711700-Computing Services
- 711700-Enterprise Systems Services
- 711300-Enterprise Systems Consulting
- 711700-Wall-Plate Services

If you entered multiple forms, please make sure you edit the Chartfield in each line of the requisition to match the corresponding form, service type, and account code.

Complete the remainder of the submittal process as usual. Please follow up with your approver to make sure the requisition was approved and a PO number assigned. These PO numbers will have the prefix CWE.

If you have any questions, please e-mail the UFIT Billing Group at it-bc-ufitbill@mail.ufl.edu.