Shopping using an UFIT Telecommunications Internal Service Provider (ISP) form in myUFMarket

These forms are utilized to provide UFIT Telecommunications with the necessary Chartfield information to bill for services rendered. These services include Line Service, Long Distance Service, Installation and Repair Service and other Miscellaneous Telecommunications Services.

☐ 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 Telecommunications Service Request Form link or the View Form button

Complete Form Sections

Order Information
Type of Service - select the type of service from the drop down menu
Description - enter a short description in the field provided
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 - 83111500

UFIT Customer ID Number
Customer ID Number (required) - enter your 8-digit UFIT Telecommunications Customer Number (including –T). For your convenience, up to five UFIT Customer Numbers can be specified in the bottom section. This is helpful if you are using the same Chartfield string for multiple accounts.

UFIT Work Order Number
Special note for Installation and Repair Services: Most often Installation and Repair Services are billed to the same Chartfield string as they occur. In some instances, other Chartfields are used to pay for specific work orders. If you choose to pay for particular work orders with a
specific Chartfield string, enter that work order number in the Work Order Number (Optional) field.

- It is important that a separate form is submitted to pay for each type of service utilized by the customer. It is a good idea to go ahead and make sure a form is submitted for any phone installation/repair or other work order charges.

  UF Telecom Expense Accounting Subcodes:
  - 722100 – Telephone Basic Line
  - 722120 – Telephone Install/Repairs
  - 722150 – Telephone Long Distance

- A separate form must be submitted for each type of service utilized. Forms can be submitted on separate requisitions/POs, or they can all be submitted under the same Requisition/PO by choosing the “Add to Cart and Return” feature from the drop down menu in the upper right corner of the screen.

- 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 (722100-Basic Line, 722120-Install Repairs, 722150-Long Distance). If you entered multiple forms, please make sure you edit the Account Code on each line to match the corresponding form.
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.

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