# 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.**
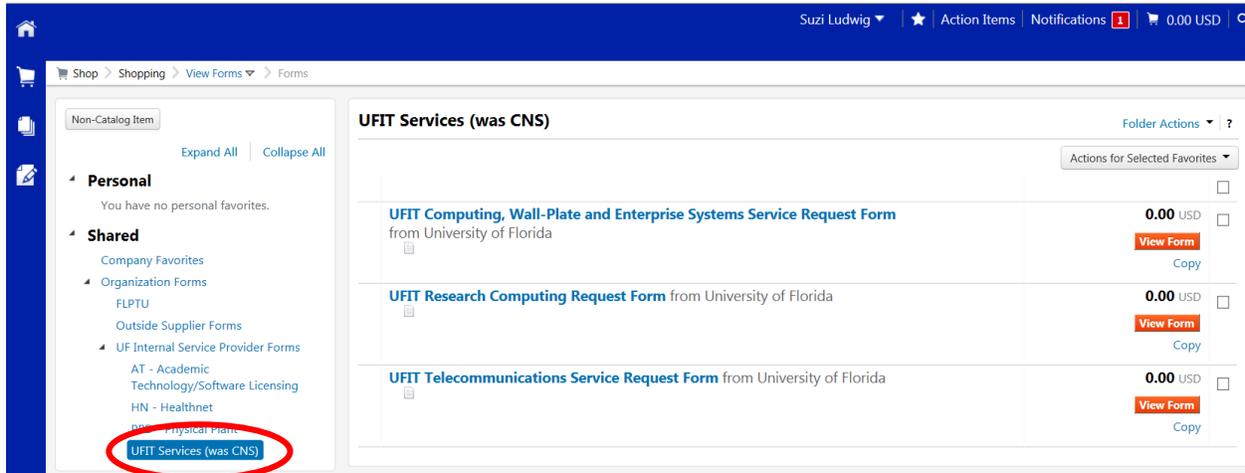

☐**Access myUFMarket by navigating to http://my.ufl.edu and logging in with your Gatorlink username and password, and navigate by:**

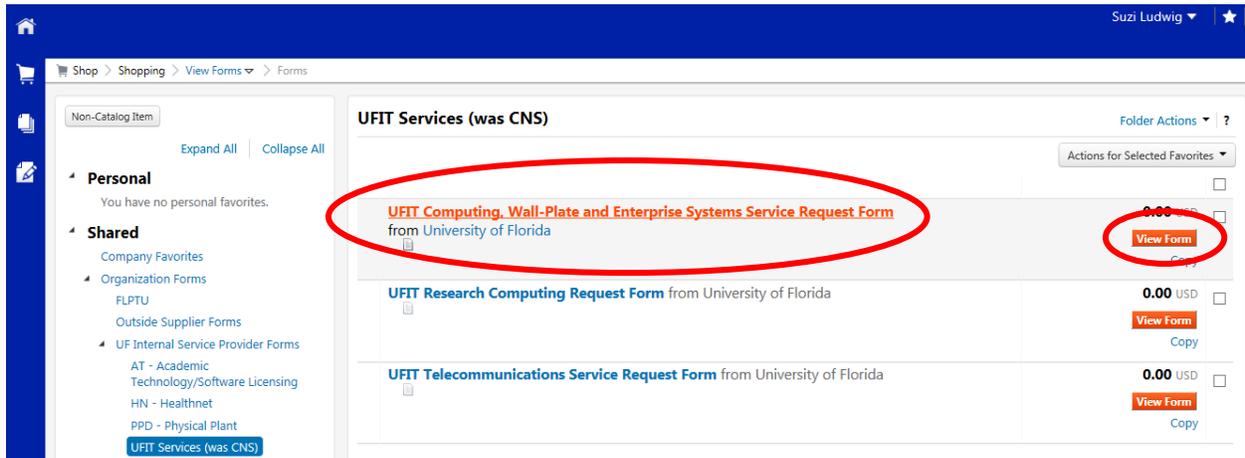☐**Click Main Menu > My Self Service > myUFMarket**

☐**Click on Shopping Cart icon in left menu bar > View Forms**
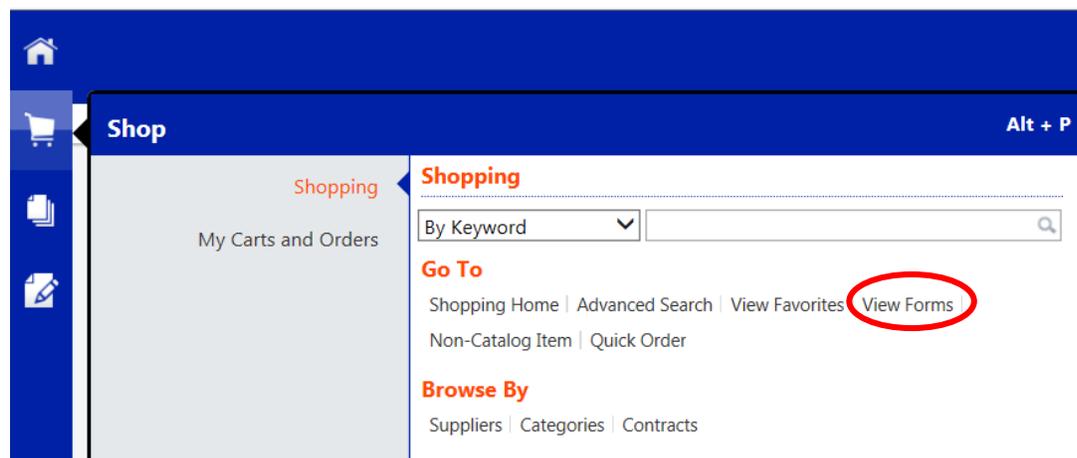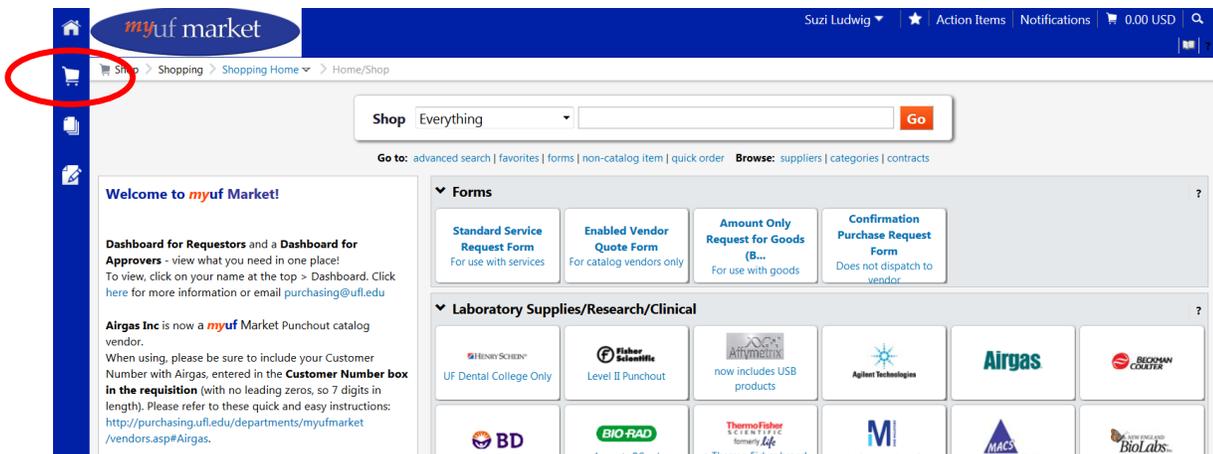
☐ **Click > Shared > Organization Forms > UF Internal Service Provider Forms > UFIT Services (was CNS)**

☐ **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** – 8111000

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 <u>same Chartfield for multiple *same service type* customer numbers</u> OR you would like to use the <u>same Chartfield for more than one type of service</u>.

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.


UFIT Computing, Wall-Plate and Enterprise Systems Request Form

UFIT Computing, Wall-Plate and Enterprise Systems Request Form

Supplier Info

UF|UNIVERSITY of FLORIDA
The Foundation for The Gator Nation

Utilized to provide UFIT Billing with the necessary Chartfield information to bill for services rendered. These services include UFIT Computing, Wall-Plate and Enterprise System Services.

Please select the type of service and enter a short description in the field provided.
Enter your UFIT Customer Number in the bottom portion of the screen, including the -C, -E or -W. This is a required field. For your convenience, up to 5 UFIT Customer Numbers can be specified in the bottom section. This is helpful if you are using the same Chartfield string for multiple accounts.

Please use Commodity Code 81110000 - Computer Services in the field below.

Supplier	University of Florida
Fulfillment Address	UFIT Computing, Wall-Plate: UFIT Computing, Wall-Plate, & Enterprise Systems PO Box 112099 Gainesville, FL 32611-2050 US

Order Information	
Description	Enter a brief description of the service here.
	208 characters remaining expand | clear
Type of Service:	Please select...
Estimated Cost (not to exceed)	1.00

Please use Commodity Code 81110000 - Computer Services in the field below.

Commodity Code	81110000	search...

UFIT Customer ID Number	
Customer ID Number (Required):	XXXXXXXX-X
Customer ID Number (optional):	
Customer ID Number (Optional):	
Customer ID Number (Optional):	
Customer ID Number (Optional):	

UFIT Wall-Plate Work Order Number	
UFIT Work Order Number (Optional):	

☐ **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.**
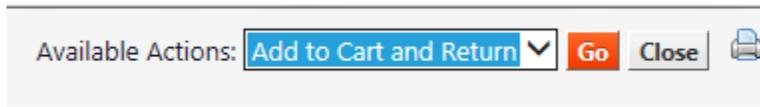
☐ **Once all forms are completed, select the "Add and go to Cart" feature from the drop down menu in the upper right corner of the screen and click Go.**
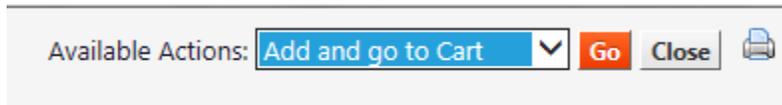
☐ **After Proceeding to Checkout, you must complete the Chartfield section. If you entered only one form, the Account Code in the Chartfield header should match the service selected:**

- 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.