

## Instructions for Entering a Research Computing Internal Service Provider (ISP) Form in MyUF MarketPlace

The REC ISP form should be utilized to provide UFIT Billing with valid chartfield information to process payment for Research Computing (RC) products only. UFIT ISP POs do not encumber funds.

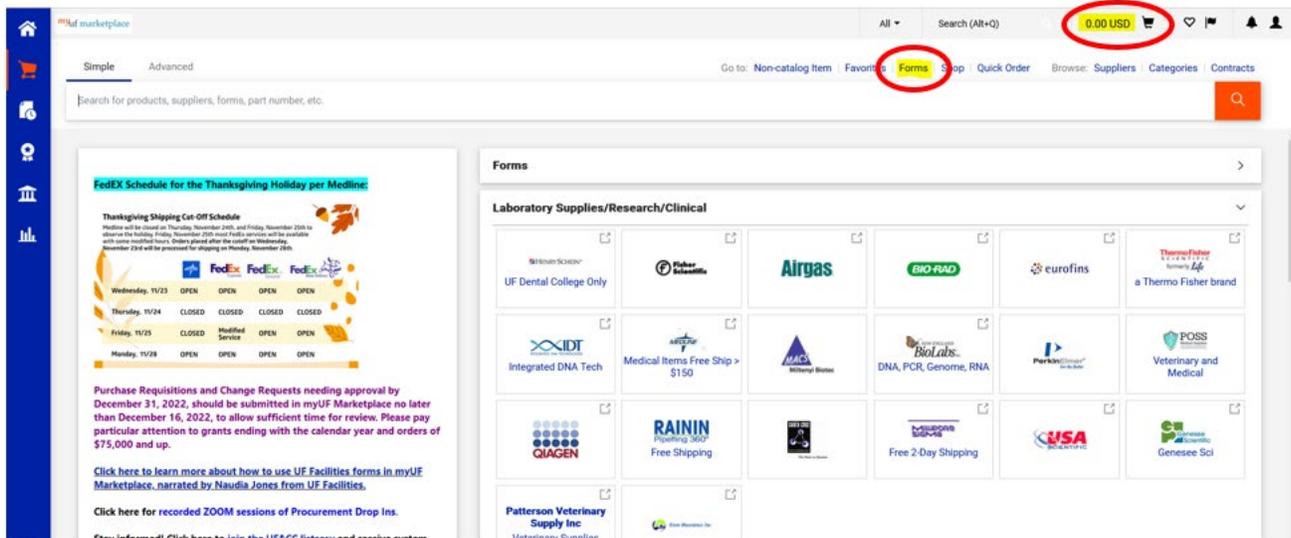
### RC BILLING PROCESS:

- **The RC PO submittal process varies from other UFIT provided services** (such as Telecom, Computing, etc.) in that there are no monthly recurring charges.
- **RC charges are one-time charges** and are entered into the centralized UFIT billing system within a few days after the customer places the order.
- **Once the charges are entered, UFIT Billing staff will email the fiscal contact a request for PO** (and copy the PI). *The email will provide the customer number, work order number, expense account codes, whether or not the charge is exempt or non-exempt from IDC, and the amounts that should be entered into the ISP form(s).*
- **The charges will not be scheduled for invoice generation (on the next regularly scheduled monthly bill cycle) until the PO is approved by the customer.**
- **UFIT Billing will process the journal payment as part of the once-monthly bill cycle** and post journal payment details on the invoice.
- **A billing notification will be sent out to fiscal contacts assigned to the account once a month at the time the invoices are finalized and ready for review in the portal.** The email will include instructions for reviewing copies.

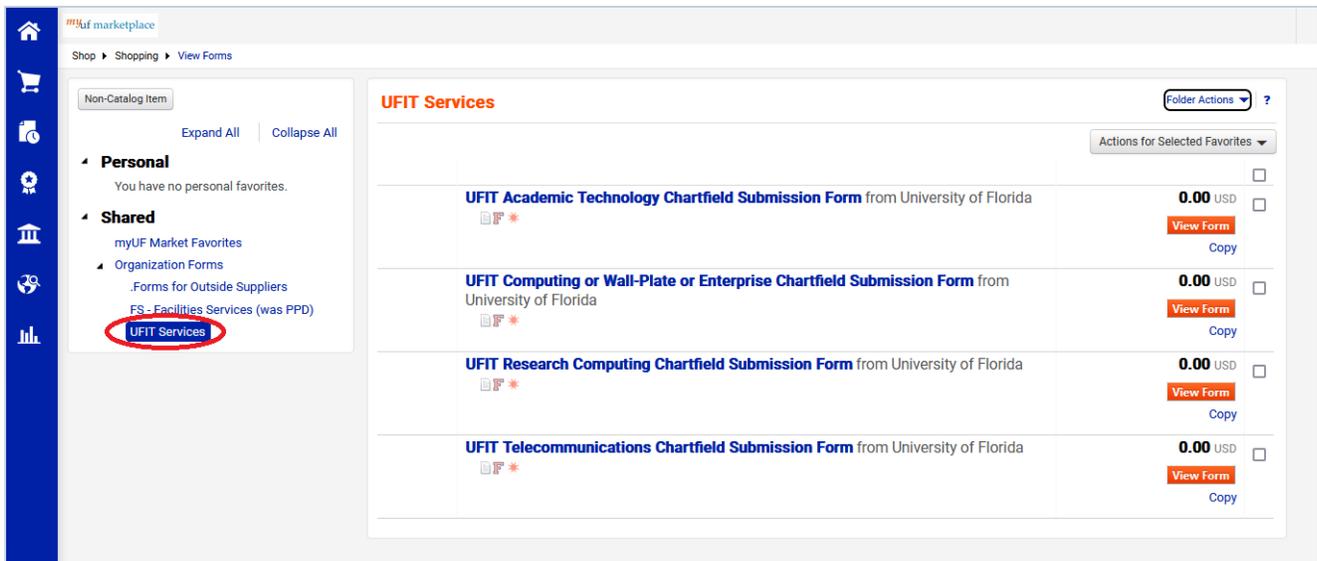
### THINGS TO KNOW BEFORE YOU BEGIN:

- **Grant/Project Funds Expiring Soon:** If you are using funds that expire between the 10th and the last day of the month you are entering this PO, you must have the PO submitted and approved by close-of-business on the 10<sup>th</sup>. \*\*Also ensure project end dates are extended through the 24<sup>th</sup> of the month to ensure no budget errors are received when processing the journal payment.
- **Split Payments:** Multiple chartfields are accepted as payment for RC orders, however, they *must be* entered per the special instructions provided in this document for payment to process correctly.
- **Grant Funds 201 or 209:** Per C&G, if using grant Funds 201 or 209 for payment, the service start date MUST be a minimum of six-months prior to the project expiration date in PeopleSoft. If the purchase date does not meet the six-month window, the PI should have entered a justification for the purchase on the space provided on the order form. UFIT Billing is not authorized to process the invoice against these two funds without this justification. For additional guidance on using grant and contract funds for RC services, please see: <https://www.rc.ufl.edu/get-support/proposal-support/grant--contract-funds-guide/>
- **RC Expense Account Subcodes:** Depending on the product(s) ordered, the PO request email will detail which account code(s) should be entered into the ISP form(s).
- **Budget Availability:** Please ensure budget is available in the correct budget account prior to submitting the requisition.
- **Multiple RC Requests Billing to Same Customer Number:** To differentiate between multiple RC orders billing under the same customer number, **each order is assigned a unique work order number and must be included on the ISP form.** A separate PO is required for each order.
- **The chartfields will be de-activated once used** for this one-time purchase.
- **Empty Shopping Cart:** Your shopping cart should be empty when you begin.

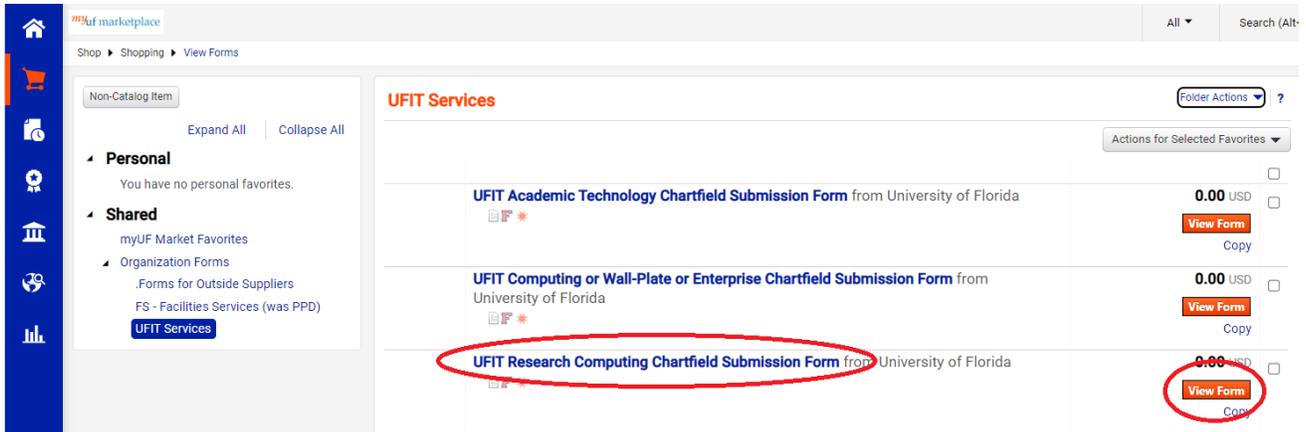
- **Default Supplier:** Do not change the default supplier/fulfillment address
- **Login to myUFL here:** <http://my.ufl.edu> and navigate to Main Menu > My Self Service > myUF Marketplace
- **Ensure you start with an empty cart and then click Forms in the top menu bar**



- **Click > Shared > Organization Forms > UFIT Services**



- Click the UFIT Research Computing Request Form link OR the View Form button



### Order Information

- **Description:** Enter a short description
- **Type of Service:**  
Choose the expense account code listed in the PO request email:
  - **711375 – RC Consulting**
  - **711750 – RC Hardware**
  - **711775 – RC Service**
  - *Please make sure that budget is available for each chartfield.*
- **Amount:**
  - **If paying with a single chartfield, enter the full order amount.**  
**OR**
  - **If paying with multiple chartfields, enter amount for Line 1 (additional lines require separate forms)**
- **Commodity Code:** Enter 81110000-Computer Services
- **Customer ID Number (Required)** - Enter the 8-digit RC Customer Number (*including the -R*)
- **Work Order Number (Required)** – Enter the 4-digit work order number here

**UFIT Research Computing Chartfield Submission Form**



**Supplier Info**



Utilized to provide UFIT Billing with necessary Chartfield information to bill for services rendered. These services include UFIT Research Computing Services.

Please select the type of service and enter a short description in the field provided.

*Note: Research Computing Service 711775 and Research Computing Consulting 711375 service types are IDC non-exempt. Only the Research Computing Hardware 711750 is IDC exempt.*

Enter your UFIT Customer Number in the bottom portion of the screen. This is a required field.

**Split Chartfields (Optional)** - In order for split ChartFields to process, separate line items within the same PO are required. This dictates that a new UFIT Research Computing Request Form be submitted to represent each line of the split. Enter the exact amount of the split allocation for the line that each form represents. Once all forms have been submitted, each line should be edited to update any other ChartField fields as needed. Do not use the 'Add Split' function.

Rev Nov 29, 2022

**NOTE: Creating a one line item PO with a split charge will NOT process correctly.**

Existing Supplier

Supplier \*

University of Florida

Fulfillment Address

**UFIT Research Computing**  
UFIT Research Computing  
PO Box 112099  
Gainesville, Florida 32611 United States

**Order Information**



Description \*

Enter your chosen description here

220 characters remaining

expand | clear

Type of Service: \*

Please select...

Amount (does not encumber) \*

Enter Line Amt.

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

Commodity Code \*

81110000



**UFIT Customer ID Number**



Customer ID Number (Required): \*

Enter 8-digit (XXXXXXXX-R)

**UFIT Work Order Number**



Work Order Number (Required): \*

Enter 4-digit (XXXX)

**IF YOU ARE USING A SINGLE CHARTFIELD FOR FULL PAYMENT, CONTINUE BELOW. If you are splitting the payment between multiple chartfields, YOU MUST FOLLOW SPECIAL INSTRUCTIONS-SKIP TO PAGE 8 NOW.**

- **SELECT** the default “Add And Go To Cart” feature from the drop-down menu in the upper right corner of the screen.

Form - UFIT Research Computing Chartfield Submission Form

Rev March 3, 2023  
*NOTE: Creating a one line item PO with a split charge will NOT process correctly.*

Existing Supplier

Supplier \* University of Florida

Fulfillment Address  
UFIT Research Computing  
UFIT Research Computing  
PO Box 112099  
Gainesville, Florida 32611 United States

Order Information

Description \*  
Enter your chosen description here  
220 characters remaining expand | clear

Type of Service \*  
Please select...

Amount (does not encumber) \*  
Enter Line Amt

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

Commodity Code \*  
81110000

- **Click “Proceed to Checkout”**

Shopping Cart - 111030253

Simple | Advanced

Search for products, suppliers, forms, part number, etc.

1 Item

University of Florida - 1 Item - 1.00 USD

SUPPLIER DETAILS \* UFIT Research Computing: UFIT Research Comput...

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Enter your chosen description here			1.00	Qty: 1	1.00

ITEM DETAILS

Details  
For Kevin Hayes  
Name  
2018-11-14 17139005 01  
Total (1.00 USD)

- Select the “Edit Chartfields Section” button and enter the chartfield string you want to use. Ensure the account code listed matches the form:
  - 711375 – RC Consulting
  - 711750 – RC Hardware
  - 711775 – RC Service

Chartfields											
Asset Profile						AM Unit					
no value						no value					
PO Business Unit											
0100 Office of the President											
Dept Id	Fund	Program	Account	Budget Reference	Source Of Funds	Dept Flex	UFID	PC Business Unit	Project	Activity ID	CRIS
00010000 BOT-BRD/TRUSTEES- OFFICE	211 C&G - RETURNED OVERHEAD	0100 PHYSICAL PLANT ADMINISTRATION	711775 DATA PROCESSING (INTERNAL)	CRRNT Current	no value	no value	no value	no value	no value	no value	no value

- Click the “Assign Cart” button in the upper right-hand corner of the screen to assign to a Requestor. Make sure to follow-up to ensure the requisition is approved in a timely manner.

UFL Marketplace

Requisition • 111030253

Summary PO Preview Comments Attachments History

Cart Information	Ship To	Bill To and PCard
Cart Name: 2018-11-14 17139009 01 Description: no value Priority: Normal	Ship To: Attn: Kevin Hayes Room/Area: 2074 STADIUM RD	Bill To: Attn: Kevin Hayes PO BOX 117200 GAINESVILLE, FL 32611

Total (1.00 USD)

What's next for my order?

Next Step: Combo Edit Validation

Assign Cart

- Submit and ensure the requisition gets a PO number assigned. An approved Research Computing ISP PO number will begin with the prefix FYREC (i.e. 23REC).

If you have any questions, please e-mail the UFIT Business Center’s Billing Team at [it-bc-ufitbill@mail.ufl.edu](mailto:it-bc-ufitbill@mail.ufl.edu).

**SINGLE EXAMPLE:**

**Chartfield paying for entire order amount of \$750**

**Form/Line 1: 711750-Hardware \$750 Chartfield 1**

**Order Information** ?

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Description \*   
189 characters remaining expand | clear

Type of Service: \*  ▼

Amount (does not encumber) \*  750.00

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

Commodity Code \*

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**UFIT Customer ID Number** ?

Customer ID Number (Required): \*

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**UFIT Work Order Number** ?

Work Order Number (Required): \*

CHARTFIELD ENTRY:

Line No.	Item Description	Amount	Dept ID	Fund	Program	Account	Budget Reference	Source of Funds	Dept Flex	UFID	PC Bus Unit	Project	Activity ID	CRIS
Line 1	XXXXXXXX-R Faculty Member's Name and Brief Description of Service	750.00	XXXXXXXX	XXX	XXX	711750								
<b>TOTAL</b>		<b>\$750.00</b>												

**\*\* SPLITS - IF PAYING WITH MULTIPLE CHARTFIELDS, CONTINUE BELOW \*\***

**Split Specific Info:**

- A separate form/PO line is required for each unique chartfield string that will be used.

Reminder: If you are using the same chartfield string to pay for the full order, multiple lines should NOT be entered. You can simply combine the total for that account code into the same chartfield line.

- **CONTINUE TO ENTER ADDITIONAL FORMS by SELECTING the “Add to Cart and Return” feature from the drop-down menu in the upper right corner of the screen.**

The screenshot shows a web browser window with the URL <https://ufit.marketplace>. The page title is "Form - UFIT Research Computing Chartfield Submission Form". In the top right corner, there is a "Close" button and a dropdown menu labeled "Add And Go To Cart". The dropdown menu is open, showing four options: "Add to Cart and Return" (highlighted with a red circle), "Add to Cart", "Add to Draft Cart", and "Add to new Cart".

The main content area is divided into two sections:

- Existing Supplier:**
  - Supplier \*: University of Florida
  - Fulfillment Address: UFIT Research Computing, UFIT Research Computing, PO Box 112099, Gainesville, Florida 32611 United States
- Order Information:**
  - Description \*: Enter your chosen description here (220 characters remaining, expand | clear)
  - Type of Service \*: Please select...
  - Amount (does not encumber) \*: Enter Line Amt
  - Please use Commodity Code 81110000 - Computer Services in the field below.
  - Commodity Code \*: 81110000

**REFER TO PAGE 3 for help on ORDER INFORMATION FIELDS**

- **Once all forms have been entered to total the full payment of the order, SELECT the “Add And Go To Cart” feature from the drop-down menu in the upper right corner of the screen.**

UF marketplace

All Search (Alt+Q) 1.00 USD

Form - UFIT Research Computing Chartfield Submission Form

Rev: March 3, 2023  
*NOTE: Creating a one line item PO with a split charge will NOT process correctly.*

Existing Supplier

Supplier \* University of Florida

Fulfillment Address  
UFIT Research Computing  
UFIT Research Computing  
PO Box 112099  
Gainesville, Florida 32611 United States

Order Information

Description \*  
Enter your chosen description here  
220 characters remaining expand | clear

Type of Service \*  
Please select...

Amount (does not encumber) \*  
Enter Line Amt

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

Commodity Code \*  
81110000

Close Add And Go To Cart

- **Click “Proceed to Checkout” to complete the chartfield information for each line.**

UF marketplace

All Search (Alt+Q) 2.00 USD

Shopping Cart - 111030253

Assign Cart Proceed To Checkout

Simple Advanced

Search for products, suppliers, forms, part number, etc.

2 Items

Details  
For  
Kevin Hayes  
Name

- Scroll down to the Items section. Click the “Line Item Actions” buttons in the far right column and click “Accounting Codes 1” to enter the chartfields for each line, and make sure the account code matches the one referenced on the corresponding form. If you click the item description on the far left column next to the item number, it will allow you to review the form if needed. Click the “Save” button when you are finished entering the chartfield information.

**\*Do not use the ADD LINE (+) feature to add an additional chartfield within the same line.\***

**Override Line 1: Accounting Codes 2**

Dept Id *	Fund *	Program *	Account *	Budget Reference *	Source Of Funds	Dept Flex	UFID	PC Business Unit	Project
00010000	211	0100	711750	CRRNT					

★ Required fields Save Close

Internal Attachments [Add](#) Attachments for all suppliers [Add](#)

**2 Items**

**University of Florida - 2 Items - 2.00 USD**

^ SUPPLIER DETAILS **UFIT Research Computing : UFIT Research Comput...**

Contract	no value	PO Number	To Be Assigned
Customer Number	no value	Quote number	no value

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 <b>Hardware Portion of Order</b>			1.00	Qty: 1	1.00
^ ITEM DETAILS					
Contract:	no value	Internal Note	no value		
Commodity Code	81110000 / Computer services	Internal Attachments	<a href="#">Add</a>		
		External Note	no value		
		Attachments for supplier	<a href="#">Add</a>		
		Quote	no value		
2 <b>Service Portion of Order</b>			1.00	Qty: 1	1.00
^ ITEM DETAILS					
Contract:	no value	Internal Note	no value		

Override

- Supplier
- Delivery Options
- Asset Information
- Accounting Codes 1**
- Remove
- Requires Sourcing
- Remove Requires Sourcing
- Add to Favorites
- Add to Draft Cart

Line Item Actions (Hardware Portion of Order)

- Future
- Create PO Future
- Finish Future

- After the chartfields appear for the other lines, you can use the “Edit Accounting Codes” button to edit the remaining chartfields.

2 Test 20.00 Qty: 1 20.00 ... □

ITEM DETAILS

Contract: no value Internal Note: no value

Commodity Code: 81110000 / Computer services Internal Attachments: Add

External Note: no value Attachments for supplier: Add

Quote: no value

ACCOUNTING CODES 1 Values have been overridden for this line

Dept Id	Fund	Program	Account	Budget Reference	Source Of Funds	Dept Flex	UFID	PC Business Unit	Project	Activity ID	CRIS
00010000 BOT-BRD/TRUSTEES-OFFICE	201 C&G - FEDERAL RESTRICTED	0100 PHYSICAL PLANT ADMINISTRATION	711750 DATA PROCESSING SRVCS-HPC ONLY	CRRNT Current	no value	no value	no value	no value	no value	no value	no value

3 Test 50.00 Qty: 1 50.00 ... □

ITEM DETAILS

Contract: no value Internal Note: no value

Commodity Code: 81110000 / Computer services Internal Attachments: Add

External Note: no value Attachments for supplier: Add

Quote: no value

ACCOUNTING CODES 1 Values have been overridden for this line

Dept Id	Fund	Program	Account	Budget Reference	Source Of Funds	Dept Flex	UFID	PC Business Unit	Project	Activity ID	CRIS
00010000 BOT-BRD/TRUSTEES-OFFICE	213 URFR ALLOCATIONS	0100 PHYSICAL PLANT ADMINISTRATION	711750 DATA PROCESSING SRVCS-HPC ONLY	CRRNT Current	no value	no value	no value	no value	no value	no value	no value

- Submit and ensure the requisition gets a PO number assigned. An approved Research Computing ISP PO number will begin with the prefix FYREC (i.e. 23REC).

Requisition • 168512937

2 Items

University of Florida - 2 Items - 2.00 USD

SUPPLIER DETAILS URIT Research Computing

Contract: no value PO Number: To Be Assigned

Assign Cart

Draft

Total (2.00 USD)

What's next for my order?

Next Step: Combo Edit Validation

Approvers: Hendel, Jeffrey; Priesler, Marianne

If you have any questions, please e-mail the UFIT Billing Team at [it-bc-ufitbill@mail.ufl.edu](mailto:it-bc-ufitbill@mail.ufl.edu) or call 352-392-7449, ext. 3

**SPLIT EXAMPLE:**

**\$750 ORDER TOTAL for 711750-Hardware account code will be paid using three separate chartfields.**

**Form/Line 1: 711750-Hardware      \$500      Chartfield 1**

<b>Order Information</b>	
Description *	XXXXXXXX-R Faculty Member's Name and Brief Description of Service <small>189 characters remaining    expand   clear</small>
Type of Service: *	Research Computing Hardware Non-IDC - 711750
Amount (does not encumber) *	500.00
<small>Please use Commodity Code 81110000 - Computer Services in the field below.</small>	
Commodity Code *	81110000
<b>UFIT Customer ID Number</b>	
Customer ID Number (Required): *	XXXXXXXX-R
<b>UFIT Work Order Number</b>	
Work Order Number (Required): *	XXXX

**Form/Line 2: 711750-Hardware      \$200      Chartfield 2**

<b>Order Information</b>	
Description *	XXXXXXXX-R Faculty Member's Name and Brief Description of Service <small>189 characters remaining    expand   clear</small>
Type of Service: *	Research Computing Hardware Non-IDC - 711750
Amount (does not encumber) *	200.00
<small>Please use Commodity Code 81110000 - Computer Services in the field below.</small>	
Commodity Code *	81110000
<b>UFIT Customer ID Number</b>	
Customer ID Number (Required): *	XXXXXXXX-R
<b>UFIT Work Order Number</b>	
Work Order Number (Required): *	XXXX

**Form/Line 3 711750-Hardware \$50 Chartfield 3**

**Order Information** ?

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Description \*   
189 characters remaining expand | clear

Type of Service: \*  ▼

Amount (does not encumber) \*

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

Commodity Code \*  ×

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**UFIT Customer ID Number** ?

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Customer ID Number (Required): \*

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**UFIT Work Order Number** ?

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Work Order Number (Required): \*

CHARTFIELD ENTRY:

Line No.	Item Description	Amount	Dept ID	Fund	Program	Account	Budget Reference	Source of Funds	Dept Flex	UFID	PC Bus Unit	Project	Activity ID	CRIS
Line 1	XXXXXXXX-R Faculty Member's Name and Brief Description of Service	500.00	XXXXXXXX	XXX	XXXX	711750								
Line 2	XXXXXXXX-R Faculty Member's Name and Brief Description of Service	200.00	XXXXXXXX	XXX	XXXX	711750								
Line 3	XXXXXXXX-R Faculty Member's Name and Brief Description of Service	50.00	XXXXXXXX	XXX	XXXX	711750								
<b>TOTAL</b>		<b>\$750.00</b>												