

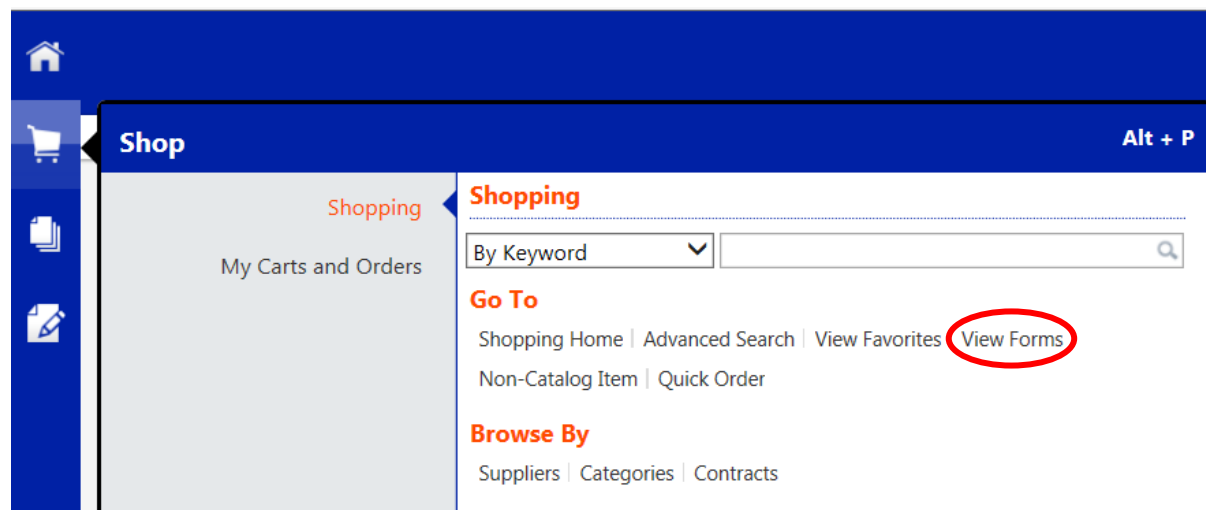
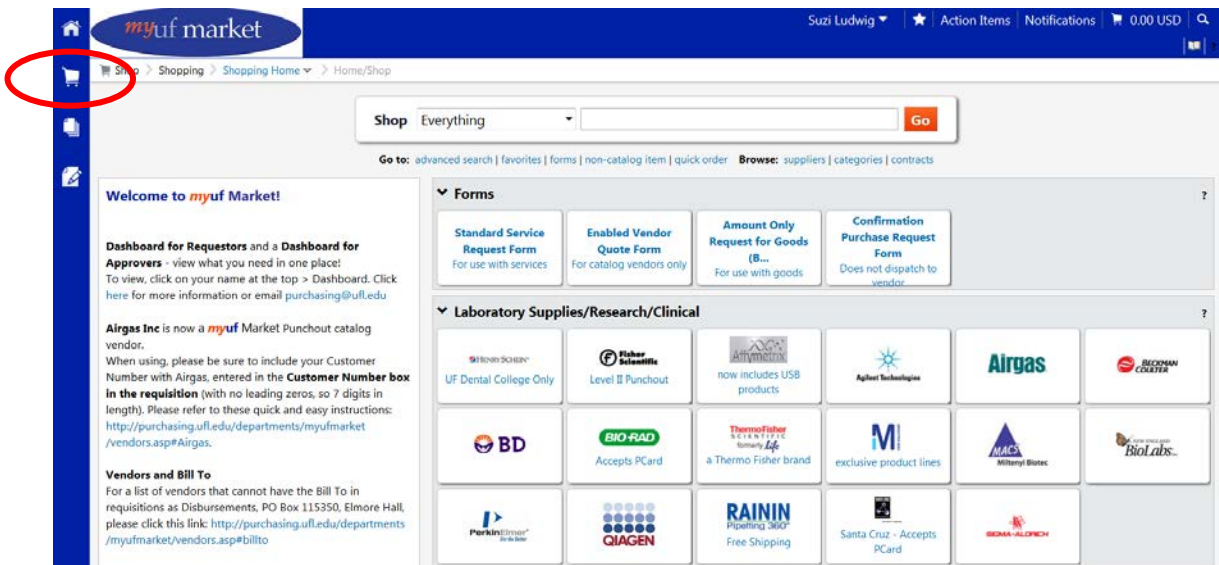
Shopping using an UFIT Telecommunications Internal Service Provider (ISP) form in myUFMarket

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.

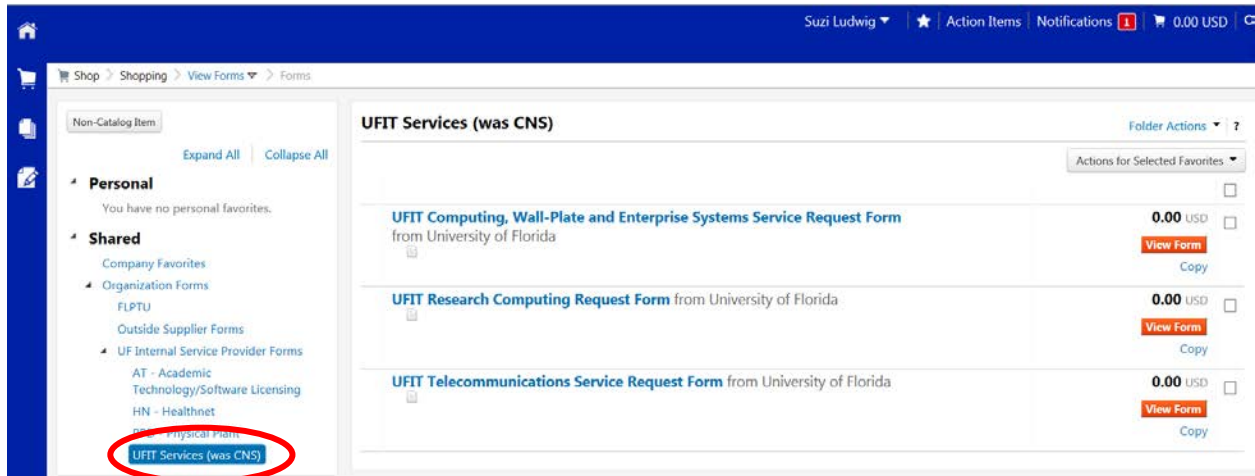
☐ Access myUFMarket by navigating to <http://my.ufl.edu> and logging in with your Gatorlink username and password, and navigate by:

☐ 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.

UFIT Telecommunications Service Request Available Actions: Add and go to Cart 

UFIT Telecommunications Service Request Form


The Foundation for The Golden Nation

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.

Please select the type of service and enter a short description in the field provided.
Enter your UFIT Telecommunications Customer Number in the bottom portion of the screen, including -T. This is a required field. For your convenience, up to 3 UFIT Customer Numbers can be specified in the bottom section. This is helpful if you are using the same Chartfield string for multiple accounts.

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 bottom portion of the screen.

Multiple Services on the Same Purchase Order: You can submit one PO with multiple services, each on a separate form. After proceeding to checkout, you must complete the Chartfield section by editing the corresponding Account Codes: (722100-Basic Line, 722120-Install Repairs, 722150-Long Distance) on each line. The codes should be entered in the same order that you entered the forms.

Supplier University of Florida
Fulfillment Address UFIT Telecommunications
UFIT Telecommunications
PO Box 112099
Gainesville, FL 32611 US

Order Information

Type of Service: Telephone Basic Line - 722100

Description: Basic line service UFIT
231 characters remaining [expand](#) | [clear](#)

Estimated Cost (not to exceed): \$1.00

Please use Commodity Code 83111500 - Telephone Communications in the field below.
Commodity Code: 83111500 [search...](#)

UFIT Customer ID Number

Customer ID Number (Required): 000000000-T

Customer ID Number (Optional):

Customer ID Number (Optional):

Customer ID Number (Optional):

Customer ID Number (Optional):

UFIT Work Order Number

Work Order Number (Optional):

☐ 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

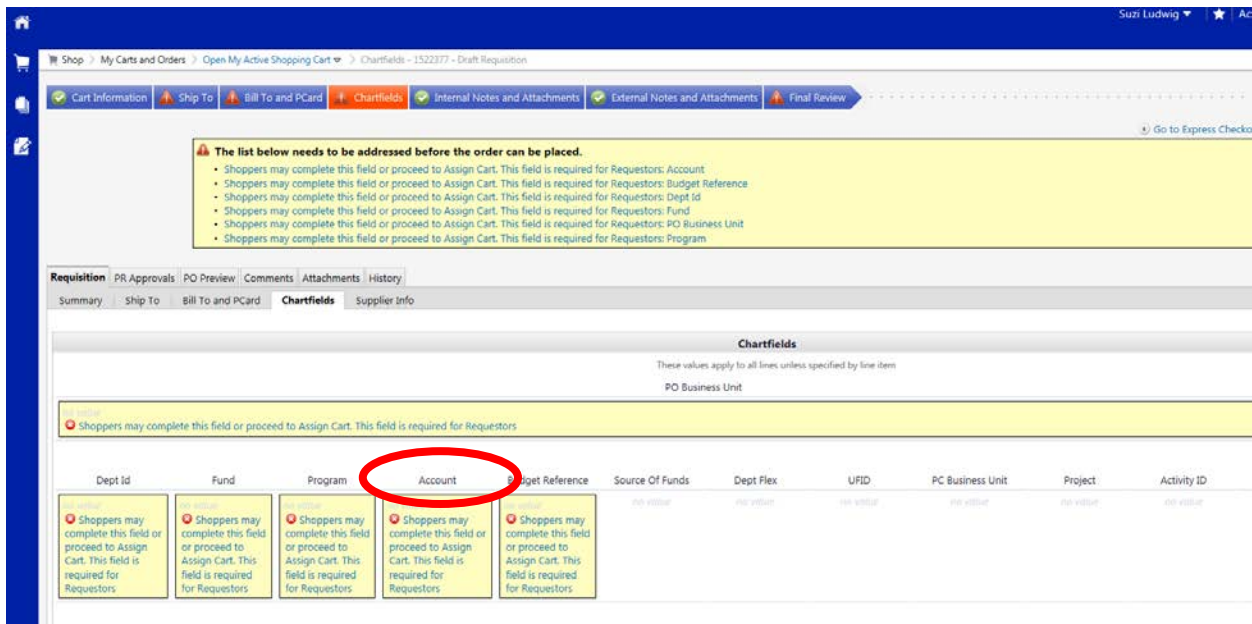
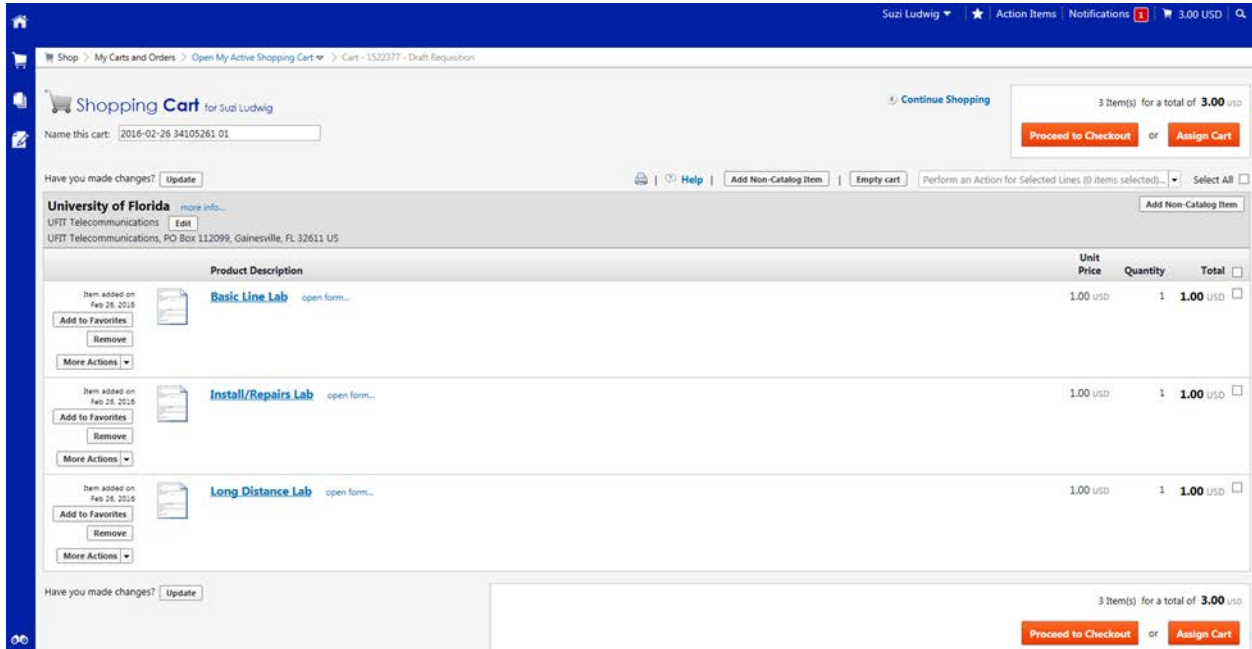
☐ A separate form must be submitted for each type of service utilized. Forms can be submitted on separate requisitions/POs, or they can all be submitted under the same Requisition/PO by choosing the “Add to Cart and Return” feature from the drop down menu in the upper right corner of the screen.

Available Actions: Add to Cart and Return  Go Close 

☐ 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.

Available Actions: Add and go to Cart  Go Close 

❑ 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.



For selected line items | [Add to Favorites](#)

University of Florida [more info...](#)
 UFIT Telecommunications
 UFIT Telecommunications, PO Box 112099, Gainesville, FL 32611 US

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Basic Line Lab more info...			1.00	1	1.00 USD
Accounting Codes 1 (same as header)					<input type="button" value="edit"/>
2 Install/Repairs Lab more info...			1.00	1	1.00 USD
Accounting Codes 1 (same as header)					<input type="button" value="edit"/>
3 Long Distance Lab more info...			1.00	1	1.00 USD
Accounting Codes 1 (same as header)					<input type="button" value="edit"/>

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.