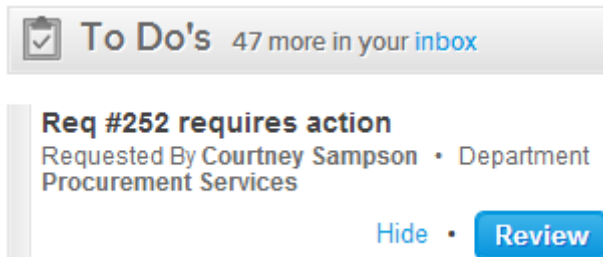




Quick Reference Guide  
**Approver Actions**  
***Approvals and Delegations***

### Approvals

1. Access MarketPlace+ from the Brandeis UNet log-in or from the Procurement Services webpage
2. Locate your “To-Do’s” on the right hand side of the home screen



3. Select the requisition if shown, or click the blue “Inbox” hyperlink to find it under all items
4. Review the information and click either  or  at the bottom of the screen



OR

5. Open notification email from your mobile device
6. Review information in the email and click Approve or Reject

### Delegations

1. Access MarketPlace+ from the Brandeis UNet log-in page or from the Procurement Services webpage
2. Hover over My Account at the top of the page and select Manage Delegations



3. Click  [Add a Delegate](#) and add the delegate’s name, the start and end date of the delegation, and the reason for the delegation
4. Click  [Save Delegate](#)