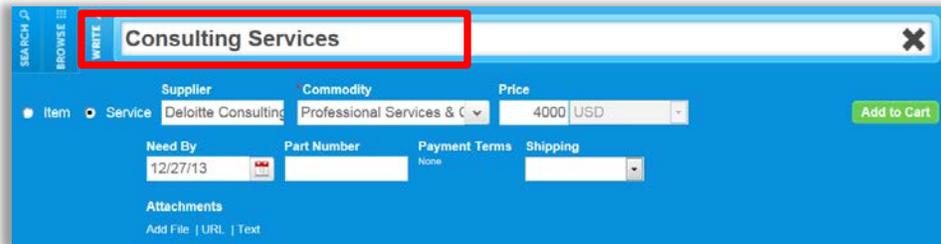


Quick Reference Guide
CREATING A REQUISITION
Free Form

1. Access MarketPlace+ from the Brandeis UNet log-in or from the Procurement Services webpage
2. Type in the Search Bar for a desired good or service and click enter. If the item does not have a Punch-out or catalog associated with it, click on the "WRITE" tab



3. Select the appropriate radio button for "Service" or "Item"
4. Begin to type in the Supplier name if known; the field will begin to auto-populate.
5. Glide your mouse over the name of the supplier to reveal the suppliers address.*
6. Select the appropriate commodity from the dropdown list
7. Enter details for the order such as "Price", and Click "Add to Cart" when complete
8. Click on "Review Cart" to go to Check Out 
9. Review header information to verify that the shipping address is appropriate, Add any justification, and/or attachments (file, text or url) which can be sent just to Procurement Services, or optionally can also be send to the supplier.
10. In the Line Item section, review Billing and update by clicking on the magnifying glass icon  and selecting a valid Chartstring and Account Code. If you have a need to split billing you can select the split billing icon  which will give you the option of adding as many splits as needed for the item. If you have multiple line items, and wish to update the Billing for all items, choose the selection box (next to the shopping cart icon) and choose Edit Selected.
11. Review the approval chain, and add in any additional approvers or watchers by clicking the  button and typing a MarketPlace+ User. You can add an approver to the beginning or end of the approval chain or choose to add a User as a Watcher.
12. Click "Submit for Approval"

*If the supplier is not in MarketPlace+ email Procurement@brandeis.edu for assistance.