Creating a Purchase Order Through a Punch-Out Supplier

- Access MarketPlace+ from the Brandeis UNET log-in page or from the Procurement Services webpage; if already logged in click the home icon on the top left.

- Click on the supplier’s icon to get directed to their website to start ordering.

- Build a cart on the Punch-out site by selecting desired items through the supplier’s interface.

- When done click on Check Out and/or Continue to bring items back to MarketPlace+.

- If entering the order for another person, enter the name in the "On Behalf Of" field, this will prompt that person’s approval chain to be followed.

**Review Cart**

- General Info: 
  - Created By: Paola Brancante
  - On Behalf Of: [Input field for name]
  - Department: Procurement Services
  - Justification:

- Ship To: 
  - Address: 60 Turner Street, Waltham, MA 02453, United States
  - PMSF Shipment: 31
  - Attention: Paola Brancante

**Additional Stores**

- Amazon
- Dell
- Fisher Scientific
- Gov Connection
- Grainger
- Middlesex Gases & Technologies Inc.
- Shi
- Sigma Life Science
- SupplyCenter
- VWR
- W.B. Mason
• Review header information to verify that the shipping address is appropriate
• Review Billing and update by clicking on the magnifying glass icon or split billing icon (if you need to split billing into 2 or more Chartstrings) and then selecting your UNET ID, Chartstring/FDM and Spend Category

**Note:** Details such as price, supplier, and part number are not editable. Billing information will default based on the requestor, or if used, based on the “On Behalf Of” individual’s default account and item or supplier
Review the approval chain, and add in any additional approvers or watchers by clicking the Add button and typing in a Marketplacel+ User. You can add an approver to the beginning or end of the approval chain or choose to add a User as a Watcher.

Click Submit for Approval
• Once the Requisition has been fully approved, you will get an email notification that it has been approved and the Purchase Order number.