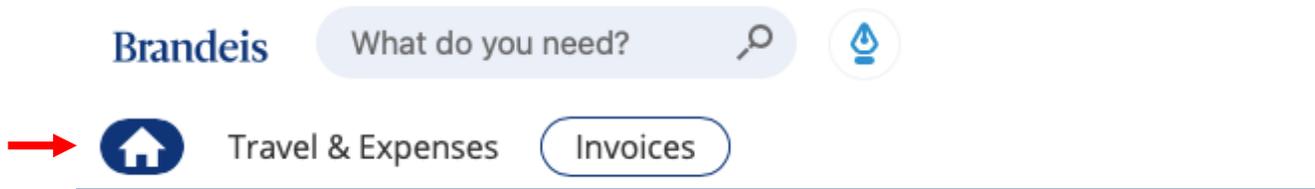


# Creating a Purchase Order Through a Punch-Out Supplier

- 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](#) [Cart Items](#) [Approvers](#) [Comments](#) [History](#)

[Add Tag](#)

**General Info**

Created By Paola Briamonte

**On Behalf Of**

Department Procurement Services

Justification

Attachments [Add](#) [File](#) [URL](#) [Text](#)

Budget Date

Invoice attached

**Ship To**

Address 60 Turner Street  
Waltham, MA 02453  
United States

PSFT SHIP ID 31

Attention Paola Briamonte

- 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 Cart

[General Info](#) [Cart Items](#) [Approvers](#) [Comments](#) [History](#)

Add Tag

### General Info

Created By Paola Briamonte

On Behalf Of

Department Procurement Services

Justification

Attachments Add [File](#) | [URL](#) | [Text](#)

Budget Date

Invoice attached

### Ship To

**Address** 60 Turner Street  
Waltham, MA 02453  
United States

PSFT SHIP ID 31

Attention

## Cart Items

[Add Line](#) [Clear Cart](#) **View** All [Advanced](#)  **Sort by** Line Number: 0 → 9

Edit Selected [Copy](#) [Delete](#)

				Billing
1	Z-Grip Retractable Ballpoint Pen, Black Ink, Medium, Dozen <a href="#">WB Mason</a>	4.52 USD 1 x 4.52 / Dozen		<div style="border: 1px solid red; padding: 5px;"> <b>WD Chart of Accounts</b>            paolab-FN11-CC72000-PG05-NA-NA-NA-NA Procurement Services  <a href="#">paolab-FN11-CC72000-PG05-NA-NA-NA-NA-paolab</a> </div>
<b>Commodity</b>	<b>Supplier Part Number</b>	<b>Payment Terms</b>	<b>Shipping</b>	
Office Supplies	ZEB22210	NET30	FOB	
<b>Contract</b>	<b>Manufacturer Part Number</b>	<b>Vendor is reportable?</b>		
Yes	ZEB22210	No		

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**Total 4.52 USD**

Choose an Account

Choose Chart Of Accounts WD Chart of Accounts

→ \* - UNET ID

→ \* WD - CHARTSTRING/FDM

→ \* WD - SPEND CATEGORY

Choose

- Review the approval chain, and add in any additional approvers or watchers by clicking the **Add** button and typing in 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

## Approvers



Add



Paola Briamonte



Pending Buyer Action



Approval Complete

## Approvers



Name

Start typing name

Approver Position

- ✓ After Current Approver
- At End
- As Watcher

Cancel

Add



Paola Briamonte



Pending Buyer Action



Approval Complete

- Click **Submit for Approval**

Save for Later

Save

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.