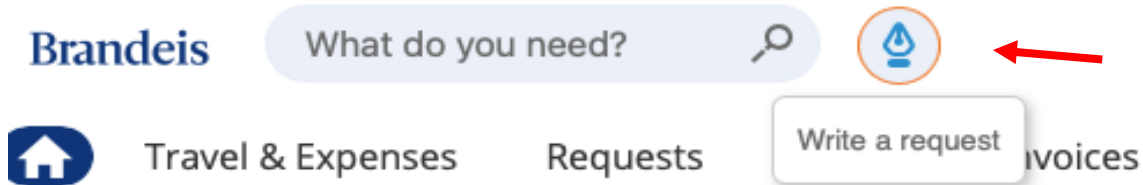


# Creating a Purchase Order

- Access MarketPlace+ from the Brandeis UNet log-in or from the Procurement Services webpage
- Click on the Nib Icon (Write a request)



- Begin to fill in required information

**Write a request** [X]

Non Catalog Item Description

Amt  Qty

Supplier  \* Commodity  [v]

Unit Price  USD [v] Need By  [calendar icon] Supplier Part Number  Shipping  [v]

Payment Terms  [v]

Manufacturer Name  Manufacturer Part Number

Transmission Method  [v]

WD Student Clubs  [v] Springboard ID  [v]  
REQUIRED FOR FUND 20

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

Write Multiple Requests

- **Description**- Type brief description of item or service
- Select **Amount** or **Quantity**
- **Supplier**- Begin to type in the Supplier name if known; the field will begin to auto-populate. If supplier name does not auto-populate, please have supplier complete our [Vendor Certification Form](#), found under Policies
- **Commodity** – Select the appropriate commodity from the dropdown menu
- **Price** – Enter total price for item or service
- If applicable, type in Supplier Part Number, Student Clubs, and/or Springboard ID
- When all required information is complete select **Add to Cart**
- Click on “Review Cart” to go to check out
- Review header information to verify that the **Ship To** location is appropriate, if not, then click on the magnifying glass and choose correct location from the menu
- If applicable add attachments (File, URL or Text) to be sent to the supplier (i.e quote)

## 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

**Ship To**

Address 60 Turner Street  
Waltham, MA 02453  
United States

PSFT SHIP ID 31

Attention Paola Briamonte

- In the Cart Items section, 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**

**Cart Items**

Add Line Clear Cart View All Advanced Search Sort by Line Number: 0 → 9

Edit Selected Copy Delete

				Billing
1	Test	100.00	USD	None
	CAMELOT SPECIAL EVENTS & TENTS INC			
	<b>Commodity</b>	<b>Payment Terms</b>	<b>Vendor is reportable?</b>	
	Other University Event Expenses	Net30	No	

Per page 15 | 45

**Total 100.00 USD**

Choose an Account

Choose Chart Of Accounts WD Chart of Accounts

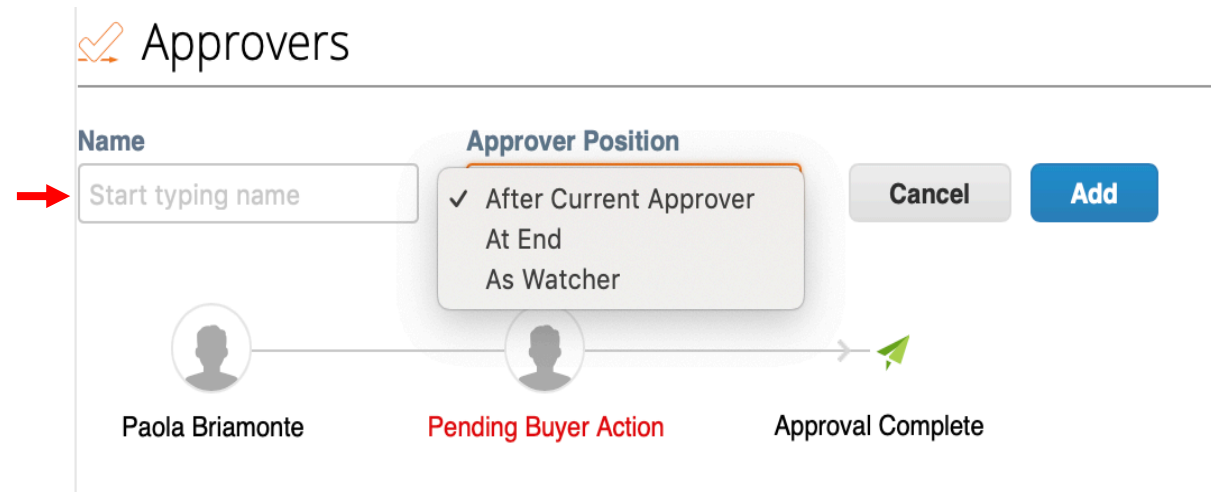
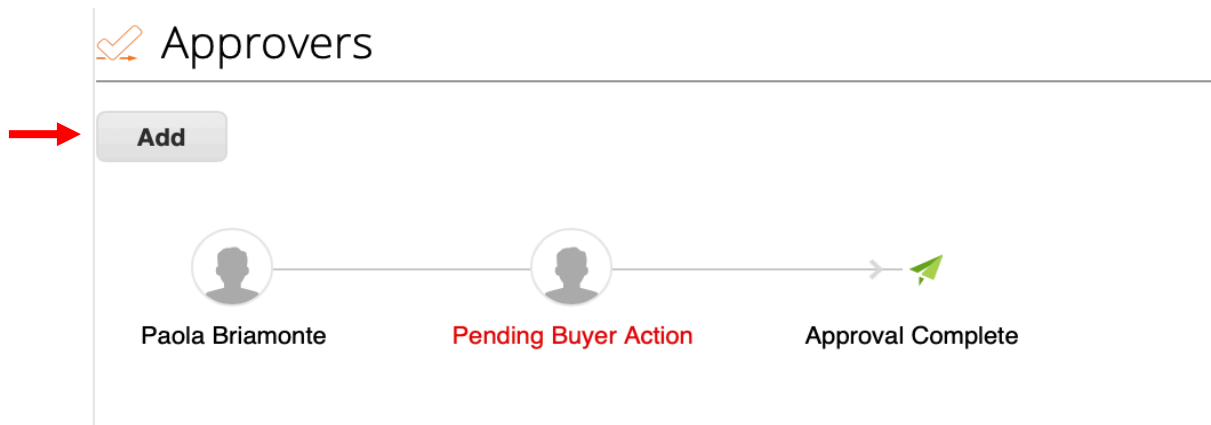
→ \* - UNET ID

→ \* 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.



- 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.