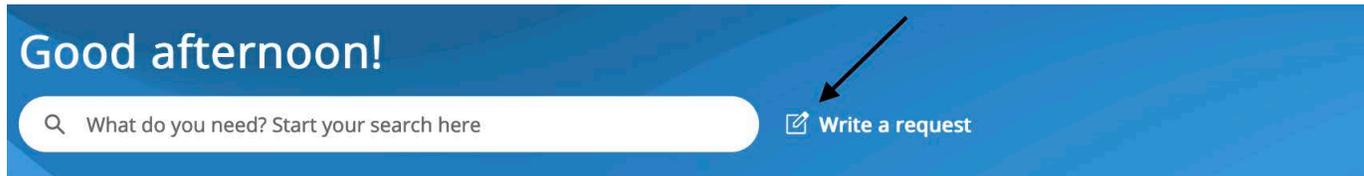


Creating a Purchase Order

- Access MarketPlace+ from the Brandeis UNet log-in or from the Procurement Services webpage
- Click on the Write a Request Icon



- Begin to fill in required information

A screenshot of a web form titled "Write a request" with a close button (X) in the top right corner. The form contains several sections with input fields and dropdown menus. Red arrows point to the following fields: the "Non Catalog Item Description" text area, the "Qty" radio button, the "Supplier" text field, the "Commodity" dropdown menu, the "Unit Price" text field (containing "0.00"), the "Need By" date field, the "Supplier Part Number" text field, the "Payment Terms" dropdown menu, the "Manufacturer Part Number" text field, the "Transmission Method" dropdown menu (set to "Supplier Default"), the "Vendor is reportable?" dropdown menu, the "WD LABELS" dropdown menu (set to "Select"), the "Springboard ID" dropdown menu (set to "Select"), and the "SAGE ID (if student)" text field. At the bottom of the form, there is a checkbox for "Write Multiple Requests", a "Cancel" button, and an "Add to Cart" button.

- **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, Workday (WD) Labels, 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

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

Per page 15 | 45

Total 100.00 USD

Choose an Account

Choose Chart Of Accounts WD Chart of Accounts

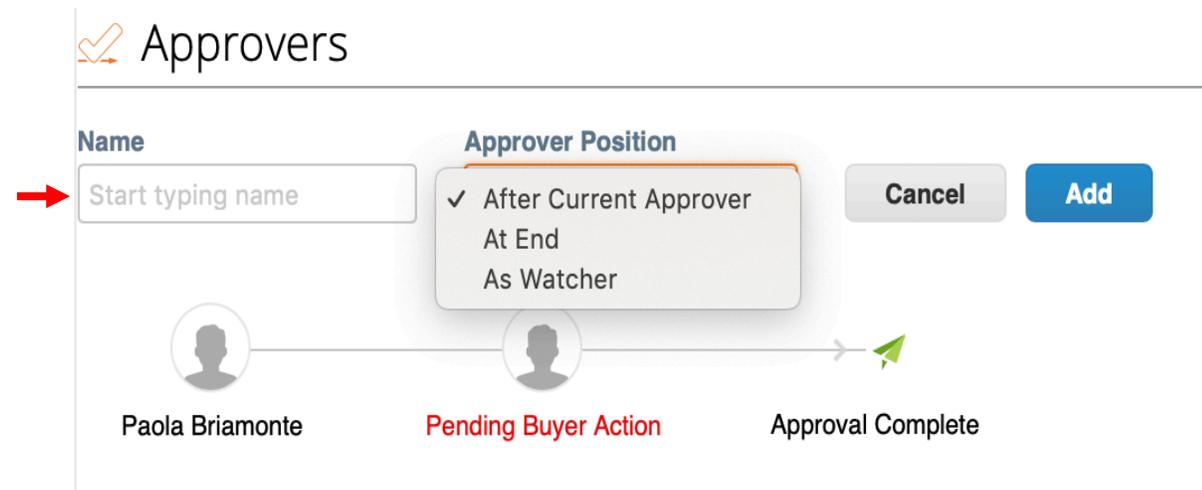
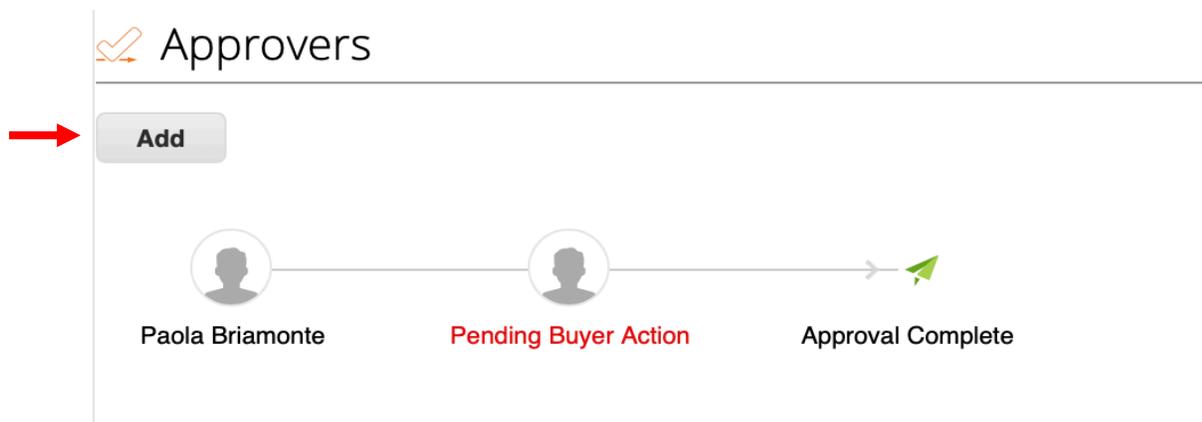
→ * - UNET ID

→ * 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.