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
- **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**

**Cart Items**

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