Quick Reference Guide

- 1. Access MarketPlace+ from the Brandeis UNet log-in page or from the Procurement Services webpage
- 2. Hover over "My Account" on the top right and then select "My Spend History"



3. Choose to create a view for either your Requisitions list or your Orders list, then click the corresponding arrow on the view tab for it

Requisitions							
Export			View	View All		Advanced Q	
Req # 🔻	Requested By	Submitted On	Status	Orders	Items	Total	Actions
528	Requisition Preparer Test	None	Draft			0.00	0
527	Requisition Preparer Test	11/12/13	Pending Approval		134 Lacie 500GB Rugged Triple USB 3.0 FireWire800 P from GovConnection for 15,751.70 USD	15,751.70	

- 4. Scroll to the bottom and select "Create View"
- 5. Provide a name for the view based on the selection criteria (e.g., "Pending Approval" shows all requisitions pending approval)
- 6. Select "Only Me" for visibility
- 7. Select the conditions you want to view based on
- 8. To add an additional criteria, click 🚯 the icon
- 9. Under "Columns," drag and drop any columns you want visible from the left hand list to the right (Note: it's easier to drag the box to the middle of the column and then rearrange the order than dragging the box to the bottom)
- 10. Add a default sort order if need be
- 11. Click save
- 12. Click on the view tab again and select the created view