
















Quick Reference Guide
MarketPlace+ Icons

Icon	Action/Function
	Transaction Hyperlinks take you to the View page of the transaction
	Edit
	Save
	Print View of the PO in liquid HTML format
	Send PO to the supplier via method defined in the record
	Copy Requisition for future uses
	Void
	Receive
	Create invoice against the PO
	Close PO
	Delete
	Export table to Excel
	Detailed Receipt
	Add (ie: comment, alerts, invoice lines)
	Schedule a report for distribution via email