

Quick Reference Guide
CREATING A REQUISITION
Punch-out Catalog



1. Access MarketPlace+ from the Brandeis UNet log-in page or from the Procurement Services webpage; if already logged in click the home icon on the top left

2. Search for keyword (i.e.: “pens”) in the Search Bar and/or click on the supplier’s icon at bottom of page if you know the source of the product




3. Build a cart on the Punch-out site by selecting desired items through the supplier’s interface
4. Click on "Review Cart" to go to Check Out and click “Continue” to bring items back to MarketPlace+
5. If entering the order for another person, enter the name in the "On Behalf Of" field, this will prompt that person’s approval chain to be followed

6. Review header information to verify that the shipping address is appropriate, Add any justification, and/or attachments (file, text or url) which can be sent just to Procurement Services, or optionally can also be send to the supplier.

7. In the Line Item section, review Billing and update by clicking on the magnifying glass icon  and selecting a valid Chartstring and Account Code. If you have a need to split billing you can select the split billing icon  which will give you the option of adding as many splits as needed for the item. If you have multiple line items, and wish to update the Billing for all items, choose the selection box (next to the shopping cart icon) and choose Edit Selected.

Note: Details such as price, supplier, and part number are not editable. Billing information will default based on the requestor, or if used, based on the “On Behalf Of” individual’s default account and item or supplier

8. Review the approval chain and add an approver at the beginning or the end of the approval chain if necessary by clicking the “Add” icon 

9. Click "Submit for Approval"