Marketplace Quick Reference
Minnesota State eProcurement System

Need Help?

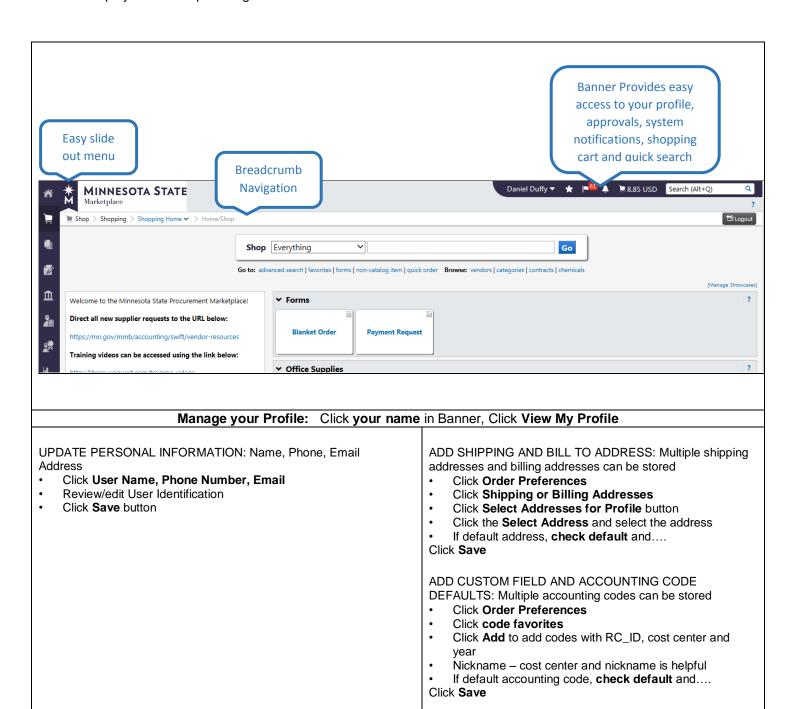Questions regarding Marketplace? Please contact your specific institution business office.

To submit a ticket regarding Marketplace at the system office, send an email to the following email address:

SO-marketplace@minnstate.edu

Please include any related screen shot(s), purchase order number(s), requisition number(s) and/or invoice number(s) in your submitted ticket).

Login To Marketplace: At Employee Home,   Click **Purchasing** under Administrative Applications, the click on **Minnesota State Marketplace**.

This will display the Marketplace login screen.

Manage your Profile: Click **your name** in Banner, Click **View My Profile**

UPDATE PERSONAL INFORMATION: Name, Phone, Email Address	ADD SHIPPING AND BILL TO ADDRESS: Multiple shipping addresses and billing addresses can be stored
• Click **User Name, Phone Number, Email** • Review/edit User Identification • Click **Save** button	• Click **Order Preferences** • Click **Shipping or Billing Addresses** • Click **Select Addresses for Profile** button • Click the **Select Address** and select the address • If default address, **check default** and…. Click **Save** ADD CUSTOM FIELD AND ACCOUNTING CODE DEFAULTS: Multiple accounting codes can be stored • Click **Order Preferences** • Click **code favorites** • Click **Add** to add codes with RC_ID, cost center and year • Nickname – cost center and nickname is helpful • If default accounting code, **check default** and…. Click **Save**

Marketplace Quick Reference Guide

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Add Items to Shopping Cart

HOSTED CATALOGS
- From Home page, Shop
- Use quick search text box then click Search
- Or Browse by Supplier, Category, etc.
- Click **Add to Cart** button
- Follow Checkout instructions

NON-CATALOG ITEM
- From Home page, click **Non-Catalog Item**
- Enter **Supplier name**
- **Select** the appropriate supplier
- Enter product information, commodity codes and any environmental boxes
- Click **Save and Close** for a single item from this supplier
- Click **Save and Add Another** for multiple items from the same supplier
- Follow Checkout instructions

EXTERNAL CATALOGS (PUNCHOUT)
- From Home page
- External Catalogs section, click **supplier's icon** to access external catalog
- Search in supplier's catalog for items and add to supplier's shopping cart
- Confirm order in supplier's site to return item(s) to SciQuest shopping cart
- Follow Checkout instructions

BLANKET ORDER
- From Home page, click **Blanket Order**
- Enter **Supplier name**
- **Select** the appropriate supplier
- Enter **product information**
- **Select** dates
- Select **Add and go to Cart** and click **Go**
- Select **Add to Cart and Return** then click **Go** for multiple items from the same supplier
- Follow Checkout instructions

PAYMENT REQUEST
- From Home page, click **Payment Request**
- Enter information including invoice number.
- You will be required to upload the invoice and enter commodity code.
- Select **Add and go to Cart** and click **Go**
- Follow Checkout instructions

When all items have been added to the shopping cart, click Proceed to Checkout button

Checkout

The Draft Requisition - Final Review screen will be displayed

ADD/CHANGE INITIATOR
- In Authorizations Section, click **edit** button next to Initiated By
- Click **Select from profile values** or **Select from all values**
- **Enter search criteria**
- Click **Search** button
- Click **Select**
- Click **Save** button

ADD/CHANGE APPROVER
- In Authorizations Section, click **edit** button next to Approved By
- Click **Select from profile values** or **Search for an approver**
- **Enter search criteria**
- Click **Search** button
- Click **Select**
- Click **Save** button

CHECK YOUR SHIPPING ADDRESS
- Select Receiving Location or Direct Delivery Address
- Verify/Add Dept, Building/Room #, Attention, Contact Phone

CHANGE/SPLIT CHARGING INSTRUCTIONS
To edit charging for all line items:
- In Charging Instructions section, Click **edit** button in the right hand corner (continue with General Instructions)
-OR-
To edit charging for individual line items:
- In Charging Instruction section, Click **View/edit by line item**
- Click **edit** button on line (continue with General Instructions) General Instructions:
To split charges:
- Click **add split** link (repeat as required)
- Select % of Qty from drop-down menu
- Enter **Amount** of split
For all edits:
- Beneath VIP or Expenditure field, click **Select from profile values** or **Select from all values** to choose VIP or Expenditure
- Search for VIP or Expenditure by Value (VIP/Expenditure) or Description
- Click **Select** button next to appropriate value
- Click **Save** button

Document Search

FIND AN ORDER (BY REQUISITION)
- Click **document search** on navigation bar
- **Enter requisition number** into search box
- Click **Go** button

VIEW APPROVAL STATUS AND HISTORY
- Display the Requisition on your screen
- Click **Requisition Approvals** tab for all workflow approval steps and the status of each step
- Click **History** tab for all actions taken on the requisition

For Approvers

Go to **Orders & Documents** > **Approvals** > **My Approvals**

Assigning the requisition will give the approver more options.

Below are common functions of an approver.

APPROVE A REQUISTION
- In My Approvals list, click the desired **Requisition No.** to open the requisition
- Review the items, ship to address, charging instructions and notes – edit if necessary
- Select **Approve/Complete Step** in the Available Actions drop-down menu
- Click **Go**

REJECT A REQUISITION
- In My Approvals list, click the desired **Requisition No.** to open the requisition
- Select **Reject Requisition** from the Available Actions drop-down menu
- Click **Go**
- Reject Requisition box appears - **type in your reason**
- Click **Reject Requisition** button

RETURN A REQUISITION
- In My Approvals list, click the desired **Requisition No**. to open the requisition
- Select **Return to Requisitioner** in the action drop-down menu • Click **Go**
- Return to Requisitioner Reason box appears - **type in your reason**
- Click **Return to Requisitioner** button