

## HOW TO ACCESS THE MarketPlace MAIN PAGE:

1. Go to NCSU Home Page
2. Click on MYPACK PORTAL
3. Enter user name and password
4. Click on for Faculty and Staff
5. Click on Marketplace

## NEW USERS:

1. Prior to using the MarketPlace you must contact Linda Honeycutt to obtain the appropriate access to place orders
2. From the Marketplace main page, select My Profile
3. Select ship to location of 782B\_03320
4. Enter the account that you will most likely use as the default Project Number (this can be changed later if needed)
7. Select Email User. Do not select worklist user
8. Save your profile before exiting
9. Steps 1-8 (in this section only) are a one-time process. You can begin with the next section "Creating an Order" after your profile has been saved.

## CREATING AN ORDER:

1. From the Marketplace main page, click on Create Order. (See additional instructions if ordering computers/peripherals)
2. Select your vendor (you will be transferred into the vendor's website within the MarketPlace system)
3. After you have finished shopping for items, follow the online instructions for checking out or saving your quote.
4. After you have saved your quote/checked out (varies across vendors) you will be asked to transfer your cart (or it will be automatically transferred) back into the MarketPlace system where you will submit the order for approval
5. On this page, you will enter a requisition name for your order
  - ❖ Orders to be paid from 5 accounts should have a req name starting with AEH
  - ❖ Orders to be paid from non 5 accounts should have a req name starting with MHW
6. After entering the requisition name, **YOU MUST CHANGE THE PROJECT #** to the account you want to pay from
7. Click on Adjust Distributions and enter in the project # under the "SpeedType Key" field and Press "OK"
  - ❖ If you need to use multiple funding sources, you can redistribute expenses by clicking on the blue plus sign to add a line and enter the percent and project #
8. In the comment box enter the project number and comments that you may have
9. Save and submit order for approval

## RECEIVING YOUR ORDER:

1. Once your order has arrived you will need to **sign and date your packing slip** and give to either:
  - ❖ Ann Hunt – If order was paid from a 5 account or
  - ❖ Monica Watkins – If order was paid from a non 5 account
2. Once we receive your signed and dated packing slip we will receive the order in the financial system on your behalf. **PLEASE DO NOT RECEIVE THE ORDERS IN THE MARKETPLACE.**
3. In your role of shopper you may receive an email notification reminding you to receive the order... please disregard this notice.

FOR ASSISTANCE, PLEASE CONTACT

Ann Hunt (Phone: 513-7300 Email: [ahunt@ncsu.edu](mailto:ahunt@ncsu.edu)) for 5 accounts or

Revised: 07/01/11 Monica Watkins (Phone: 515-2930 Email: [monica\\_watkins@ncsu.edu](mailto:monica_watkins@ncsu.edu)) for non 5 accounts