

Process:	Marketplace		
Contact:	Humanities and Social Sciences Financial Services	Last Revision Date:	08/30/2023

Introduction:

The Marketplace is a web-based, self-service, e-commerce tool. Buyers can shop for items, create requisitions, submit for approval and transmit orders to vendors electronically. The purpose of this document is to establish college processes and procedures related to MarketPlace use to ensure the accuracy of financial transactions and compliance with University policy

The MarketPlace automates the necessary steps of procurement, offering several advantages:

- Automated approval routing, tracking, and transmission of orders to vendors.
- Charge directly to a project ID, no invoices.
- Contract vendors can accept orders over \$5,000 with no additional review or bids.
- State contract suppliers, that can accept orders over \$5000 are indicated by an icon

MarketPlace Access:

MarketPlace Window Shopper access is available to all employees. MarketPlace Shopper/Shipper access requires a financial System Access Request (SAR), which permits shoppers to add, update, and manage MarketPlace orders and shipping.

The college is required to shop MarketPlace first when considering a purchase for supplies and equipment, and shipping or printing services. Additionally, please consult with CHASS IT prior to purchasing computer and/or printer hardware and/or software to confirm compatibility and support. Comprehensive MarketPlace training is available via the REPORTER system (FIN-MKTPLC course).

CHASS Expectations of MarketPlace users:

1. **Shoppers should complete the University MarketPlace Training course via REPORTER.**
2. Maintain an accurate MarketPlace profile (Financial Systems>MarketPlace>My Profile)
3. Verify order information and ship to address (must be campus or home station address)
4. Keep order confirmation emails for future reference.
5. **Modify project and account information** to accurately reflect funding source of purchase:
 - To change the project ID/account for the entire order, use "adjust distributions"
 - To change the project ID/account for specific lines, click the triangle symbol next to desired line. Please note: the quantity cannot be changed at this level.
6. **All orders must have the following:**
 - a. A business purpose
 - b. Who the order is for
 - c. Where the order will be located
 - d. All of the above a, b, and c should be put in the approval justification section, so that

it shows in the requestor's justification section for the approver.

7. **Update order status immediately** upon receipt or cancellation of individual items or entire orders (Manage Receivers). Receiving records may be canceled for items received in error (Manage Receivers>enter order number and search>click the red "x" next to the line item not received).

Additional Resources:

Reporter Course Catalog - <https://reporter.ncsu.edu/index.html>

MarketPlace Website - <https://procurement.ofa.ncsu.edu/marketplace/>