Minnesota Marketplace Quick User Guide

April 2018 – Marketplace works best with Google Chrome web browser.

How to create a Requisition for a Blanket Order

Step 1 – Select Blanket Order

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* Ma	rketplace	Minnesota S	tate	🏴 🌲 📜 0.00 USD 🛛 Search (Alt+	Q) (
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	Shop Everything	•		Go	
	Go to: advanced search fav	orites forms non-catal	log item quick order Browse: vend	ors categories contracts chemicals	
Welcome to State Procu	o the Minnesota rement - <u>Marketplace</u> !	▼ Forms	6		
		Blanket Order	Payment Request		
INFORMATIO	ON TO THE REQUISITION /	<u> </u>			
PURCHASE	ORDER / RECEIPT / INVOICE	> Office Suppl	ies		
QUESTION	S REGARDING	> Lab Supplies	1		
MARKETPL	ACE:	> MRO/Faciliti	es		
Please instite first	e contact your specific ution business office	> Electronic Co	omponents; Computer Equi	oment, Software & Supplies	

Step 2 - Find/Select Vendor

Blanket Order - Mozilla Firefox	And the second s	Carl Martin Carl		X
C 🔒 https://solutions.sciquestcom/apps/Route/FavoritesF	ormEdit?&FavoriteProductId=4102885&wantReloadOnClose	=4102885&FavPageContext=28	tmstmp=15081801427154	75
Blanket Order	Available Actions:	Add and go to Cart	- Go Close	
MINNESOTA STATE Extraordinary Education, Exceptional Value,	Instru Use this form to request a blanket order for services of	uctions or goods.		?
Enter Vendor	Supplier Information or Vendor Search			1
	Standing Order Information			?

3 ways to find/select a vendor -

a) Known Vendor Number

Enter the first 10 digits in the Vendor Search box, then select the vendor name when it appears in the drop down menu. If the vendor has more than one location, click on 'select different fulfillment center' to 'Select' the correct vendor location (If this option is not available, this vendor has only one location).



b) Enter the first few letters of the vendor's name

After three or more characters have been entered, all vendors matching the entered text will be displayed in the drop down menu. Select the appropriate vendor from the list of matching vendors. If the vendor you choose has more than one location, click on 'select different fulfillment center' to select the correct location number (If this option is not available, this vendor has only one location).

c) Vendor Search Link

A new window is displayed for selecting the Vendor. Enter the search criteria for the vendor and click on the magnifying glass. All matching vendors will display. Choose the appropriate vendor by clicking the select link.

Vendor Search		7
Supplier None	and the second s	
Results Per Page	20 •	
	Search Cancel	
Results Por Page 20 *	Vendors found: 12	Page 1 of 1 (k) 1
	Vendor Neme/Address	Select
KCEL ENERGY		
XCEL ENERGY, EAU CLAIR - 005:	PO BOX 9 EAU CLAIR, WI 54702 USA	Select
XCEL ENERGY, EAU CLAIRE - 003	1414 W HAMILTON AVE PO BOK 8 EAU CLAIRE, WI 54702 U	5A Select
XCEL ENERGY, MPLS - 001: 313	5 CENTRE POINTE DR ROSEVILLE, MN 55113 USA	Saler.
XCEL ENERGY, MPLS - 002: 401 F	ICOLETTE MALL 3RD FLOOR MPLS, MN 55401 USA	Select
XCEL ENERGY, MIPLS - 004: 414 P	BCOLLET MALL MP-78 MPLS. MN 55401-1993 USA	Select
XCEL ENERGY, MPLS - 006: 414 P	RCOLLET MALL 4TH FL 401-4 ATTN TIM LIGHTFOOT MPLS. M	N 55401 USA Select
XCEL ENERGY, ST PALL - 008 82	5 RICE ST ST PAUL MN 55117 USA	Select

Step 3 – Distribution Methods

- a) Check the box to customize order distribution information.
- b) Check the box labeled: Email (HTML Attachment) and add email addresses. A copy of the PO will be sent to any email addresses entered into this field (separate email addresses using a semi-colon).
- c) Uncheck any other boxes that are checked.

Blanket Order	Available Actions:	Add and go to Cart	▼ Go Close	۵
* MINNESOTA STATE	Inst	ructions		?
Estraordinary Education, Exceptional Value.	Use this form to request a blanket order for service	s or goods.		
	Supplier Information			?
Vendor	XCEL ENERGY Metailed Edit select different vendor			
Fulfillment Address	XCEL ENERGY, MPLS - 001: (preferr 3115 CENTRE POINTE DR ROSEVILLE, MN 55113 USA select different fulfillment center	ed)		
Distribution The system will distribute purchase orders using the method Check this box to customize order distribution informat	(5) indicated below:			
Fax				
Email (Plain Text)				
Email (HTML Attachment)	<u>v</u>			
Manual				

Step 4 – Enter appropriate information in this Section

	Standing Order Information	7	?
Product Description			
Commodity Code	search		
Packaging (UOM)	EA - Each	•	
Blanket Order Amount			
Start Date	mm/dd/aaaa		
End Date	mm/dd/ywy		
A Contract or Quote may be attached as Inte	rnal Attachments below:		
Internal Attachments			
Add Attachments			
		Total 0.	00
		See configuration for this for	m

Note: Only one Cost Center Number and one Object Code and one Fiscal Year per line

(This section screenshot above equals one line)

- a) Product Description Enter the Cost Center number and object code first, then enter the description of the service being requested
- b) Commodity Code enter commodity code to get a list of commodity codes to pick from, click on the search button and a new window will be displayed. Then, click on the search button to get a list of commodity codes to select from (to alphabetize the list, click on Description). If you are unable to find the appropriate code, you can enter one of the following codes directly in the Commodity Code field:
 - > 99910000 for Supplies and Equipment Not Identified
 - > 99920000 Services Not Identified
- c) Packaging (UOM) Enter the quantity desired and code that best fits
- d) Blanket Order Amount Enter amount for this line item
- e) Start Date Click calendar to select the day services are to begin
- f) End Date Click calendar to select the day services are to end
- **g)** A Contract or Quote may be attached as Internal Attachments below: Click on 'Add Attachments' to upload any additional documentation you may have to go with the PO.

Step 5a – For PO's with ONE line only (See Step 5b for PO's with multiple lines)

Scroll to the top of web page

Select 'Add and go to Cart' from the 'Available Actions' drop down menu in the top right corner Select Go button

The screen will then go to Step 6 (Name This Cart)

🛃 Blanket Order - Mozilla Firefox			×
A https://solutions.sciquesi.com/epps/Router/Favoritesi	ormEdit?FavoriteProductId=4102885&favPageContext=2&dnstmp=1508183469923		
Blanket Order	Available Actions: Add and go to Cart	. @	•
* MINNESOTA STATE	Instructions	7	
Extraordinary Education. Exceptional Value.	Use this form to request a blanket order for services or goods.		
	Supplier Information	?	
Vendor	XCEL ENERGY M Detailed Edit		
Fulfillment Address	XCEL ENERGY, MPLS - 001: (preferred) 3115 CENTRE POINTE DR ROSFULLE MN 55113 USA seleci different fulfilment center		- Mice
Distribution			
The system will distribute purchase orders using the method	I(s) indicated below:		
Check this box to customize order distribution information	tion.		
Fax			
Email (Plain Text)			
Email (HTML Attachment)			
Manual			

Step 5b - For PO's with MULTIPLE lines

Scroll to the top of web page

Select 'Add to Cart and Return' from the 'Available Actions' drop down menu in the top right corner Select Go button

The screen will then go back to Step 4- You can then begin entering your next line item

Each Add to cart actio	n adds the item to the cart. Use the Save option to update the item in the cart.	
llanket Order	Available Actions: Addito Cart and Return	-
MINNESOTA STATE	Instructions	?
Extraordinary Education, Exceptional Value,	Use this form to request a blanket order for services or goods.	
	Supplier Information	.?
Verdor	XCEL ENERGY ME Detailed Edit select different vendor	
Fulfillment Address	XCEL ENERGY ENERGY PAYMENTS. MPLS- 001:(prefeired) 3115 CENTRE POINTE OR ROSEVILE MY 55111 USA	
	select different fulfillment center	
Distribution The system will distribute purchase orders using the method(i indicated below:	
Check this box to customize order distribution informat	ion 🖉	
Fax		
Email (Plain Text)		
Email (HTML Attachment)	🖻 cherylhaefner@misu.edu;diane.huett	
Manual		
	Standing Order Information	7
Product Description		
	254 characters remaining expand clear	
Commodity Code	search.	
Packaging (UOM)	EA - Each	
Blanket Order Amount		
5		

Repeat Step 4 for each additional line item

After completing the last line item, select 'Add and go to Cart' from the 'Available Actions' drop down menu The screen will then go to Step 6 (Name This Cart)

Step 6 – Name This Cart

Rename your cart to something more meaningful and then click on the '*Update*' button (This must be done before checking out as you will not have a chance to change it later).

ñ	* Ma	rketplac	ce Minnesota	* * *	A 📮 1,000.00 USD Search	n (Alt+Q) Q
)	🐂 Shop 🗦 My	Carts and Orders > Open	My Active Shopping Cart 💌 >	Cart - Draft Requisition		🗂 Logout
	Name this cart:	oping Cart for 2017-10-16 24c35731	-750f-4b5f-b707-3d0a7	(Continue Shopping	1 Item(s) for a to Proceed to Checkout	otal of 1,000.00 USD or Assign Cart
₫ ≱	Have you made	changes? Update	etailed Edit	pty Cart Create New Cart Pr	erform an action on (0 items selecte	ed) 💌 Select All 📄
16.		Imade changes? Update Image: Perform an action on (0 items selected) RFLY ARTWORK Detailed Edit Product Description Unit Price Quantity Speaker for Art conference to be held at MSU. open form 1,000.00 USD 1	Total 🔄			
lıh.		Product Description Speaker for Art co	onference to be held at	MSU. open form	Unit Price Quantity 1,000.00 USD 1	Total 🔲 1,000.00 USD
<u>ь</u> В		Product Description Speaker for Art co Commodity Code	onference to be held at 90150000 Entertainment services	MSU. open form	Unit Price Quantity 1,000.00 USD 1 1/JA Update	Total 🗍 1,000.00 USD 🗐
<u>⊪</u> 87 ¢		Product Description Speaker for Art of Commodity Code Taxable	onference to be held at 90150000 Entertainment services	MSU. open form ア	Unit Price Quantity 1,000.00 USD 1 1/JA Update More Actions	Total 🔲 1,000.00 USD 🗐
⊪ ₽ ₽		Product Description Speaker for Art or Commodity Code Taxable Capital Expense	onference to be held at 90150000 Entertainment services	MSU. open form	Unit Price Quantity 1,000.00 USD 1 1/JA Update More Actions	Total 🔲 1,000.00 USD 🗖
ш. Ф		Product Description Speaker for Art or Commodity Code Taxable Capital Expense	90150000 Entertainment services	MSU. open form	Unit Price Quantity 1,000.00 USD 1 1/JA Update More Actions Vendor subtotal	Total 1,000.00 USD 1,000.00 USD

Ignore the boxes for Taxable or Capital Expense (These boxes should never be checked)

Step 7 – Select the 'Proceed to Checkout' button

ñ	* Ma	rketplac	ce Minneso	ta Store ennor	* * 🔺 🕅 1,00	0.00 USD Searci	h (Alt+Q) Q
Þ	🐂 Shop 👌 My	Carts and Orders > Open	My Active Shopping Cart 🛩	Cart - Draft Requisition			🗂 Logout
٩	🔪 Sho	pping Cart for		🖲 Continu	e Shopping	1 Item(s) for a to	otal of 1,000.00 USD
2	Name this cart	: 2017-10-16 24c35731	-750f-4b5f-b707-3d0a7		Procee	d to Checkout	or Assign Cart
Â	Have you mad	e changes? Update	🚔 🕑 Help	Empty Cart Create N	w Cart Perform an action	n on (0 items selecte	ed) 💌 Select All 🕅
2	BUTTERFL	Y ARTWORK	etailed Edit				
tat.		Product Description			Unit Pric	e Quantity	Total 📃
		Speaker for Art o	onference to be held	at MSU. open form	1,000.00	0 USD 1	1,000.00 USD 🔲
9,	10	Commodity Code	90150000 Entertainment services	م	Upo	1/JA late	
~		Taxable			More Action	15 🔻	
~							
~		Capital Expense					
~		Capital Expense				Vendor subtotal	1,000.00 USD

Step 8 – Remaining Required Fields

You will need to click on each grayed-out check mark under the Requisition heading on the left hand side of your screen in order to enter the remaining required field information.

ñ	* Marketpl	Ce Minnesota State Children (Alt+Q)	a]
1	Shop > My Carts and Orders > C	en My Active Shopping Cart 👻 Accounting Codes - Draft Requisition	ut
1	Billing		
.	Accounting Codes	Selected Line Item Actions 🔻	
2	Internal Notes and Attachm		
Ē	External Notes and Attachm	XCEL ENERGY This is one line	
S in	Vendor Information	XCEL ENERGY ENERGY PAYMENTS, MPL5 - 001	
	Final Review	3115 CENTRE POINTE DR, ROSEVILLE, MN 55113 USA	
dı.	PD Approvals	Product Description Catalog Size / Unit Quantity Ext. Price No Packaging Price	
er A	Comments	1 10 chairs for conference room at \$50.00 per chair Detailed Edit Accounting Codes (same as header)	
~	Attachment Overview		
	PO Preview	Object Code values have been overridden for this line Object	
		3008 Furniture	
		Vendor subtotal 500.00 USI	D
æ		Shipping, Handling, and Tax charges are calculated and charged by each Subtotal 500.00 vendor. The values shown here are for estimation purposes, budget checking, and workflow approvals. 500.00 USD	

- a) Billing Click on 'Required field', then click Save
- b) Accounting Codes Click on the grayed out check mark, scroll down to line one (under Product Description) then click on the edit button (to the right of accounting codes)
 - 1. RC_ID 0071 is correct, do not need to change
 - Cost Center Click on 'Select from all values', enter your cost center number in the value field, then click search, then click the select button. Please note that by clicking 'Select from all values' the system automatically uses the correct formatting and includes the Org Code of 071. If you choose to enter the cost center number without clicking on 'Select from all values', you will need to use the Marketplace format of XXXXXX – 071 (cc# space hyphen space 071).
 - 3. Fiscal Year From the drop-down menu, select correct fiscal year
- c) Object Code Check to make sure the object code is correct if it needs to be changed, click the Edit button, make the change and then click the Save button

Repeat this step for each line

d) **Comment** – You can add a comment to your requisition by selecting *Comment* – *Add Comment*. You can also email your comment. Select *Add Email recipients*. You can search MSU staff by name.

Step 9 - Final Review

Changes can be made by clicking the *Edit* button by the appropriate field.

Step 10 - Submit Requisition

Once the final review has been completed, you are ready to submit your requisition by clicking the *Submit Requisition* button.

Shop 🗧 My Carts and Orders 🗧	Open My Active :	Shopping Car	t 🗢 🗦 Accounting	Codes - Draft Rec	luisition			
Return to shopping cart								
This order is ready to be placed	6					Sub	mit Requisition Assign	Cart
Requisition 2017-03-27 0071 (eq1 01	Acce	ounting	Codes			Docum	ent Actions 🔻 History	8
Status: Draft Document Total: 500.00 USD		RC_JD	Cost Center	Grant Nbr	Project Funding Nbr	Fiscal Year	Bank	edit
What's next for my order?	MN	0071 State Man	210029 - 071 Ethnic Studies			2017 2017	T Treasury Account	
General (Prepared For) Shipping	• •	iject Code va	alues vary by line					
Billing	· · · ·	ines					Selected Line Item Ar	ctions 🔻
Internal Notes and Attachm	< CDV	VG						
External Notes and Attach	< Mil	Detailed Edit.						

Once your requisition has been submitted, you will receive a 7-digit requisition number. If you wish to view or print your requisition, click on the hyper-link under Next Steps.

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Fishop > My Carts and Ord	ers > Open My Active Shopping Car ubmitted	nt♥ > Submitted ·	Requisition 1808374					_
Next Steps								
You can view or print th	is at: Requisition 1808374, or via	the Document Sea	ch page					
• View Approval St	atus							
Search for another	er item							
 View order histor 	Y							
<u>Check the status</u>	of an order							
 Return to your ho 	me page							
<u>Create new draft</u>	Cad.							
Requisition Summa	ry .							
Requisition number	1808374 Quick View							
Requisition status	Pending							
Cart name	2017-03-24 0071req1 02							
Requisition date	3/27/2017							
Requisition total	500.00 USD							