

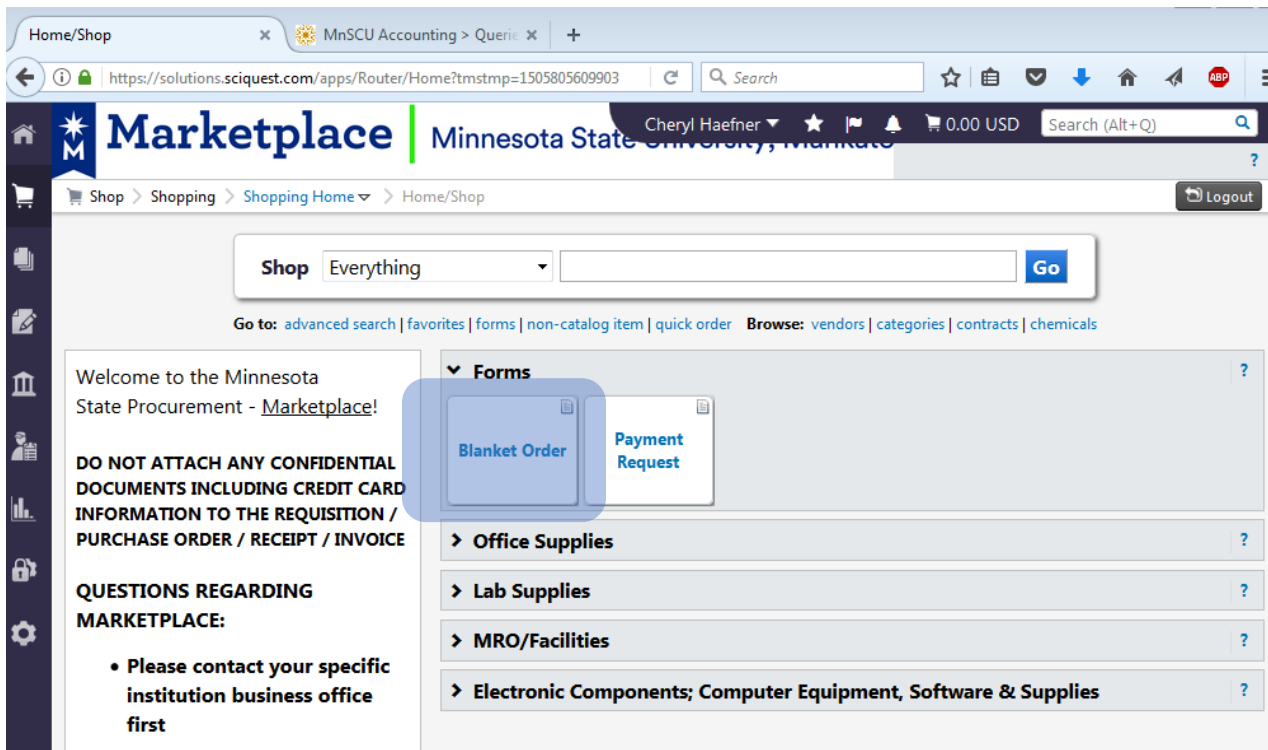
# Minnesota Marketplace

## 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



## Step 2 – Find/Select Vendor

Blanket Order - Mozilla Firefox

https://solutions.sciquest.com/apps/Router/FavoritesFormEdit?&FavoriteProductId=4102885&wantReloadOnClose=4102885&FavPageContext=2&tmstmp=1508180142715475

Blanket Order Available Actions: Add and go to Cart Go Close

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**Instructions** ?  
Use this form to request a blanket order for services or goods.

**Supplier Information** ?  
Enter Vendor  
OR  
Vendor Search

**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).

**Non-Catalog Item**

**XCEL ENERGY** select different vendor

**Fulfillment Address** XCEL ENERGY, MPLS - 001: (preferred)  
3115 CENTRE POINTE DR  
ROSEVILLE, MN 55113 USA  
select different fulfillment center

https://solutions.sciquest.com/apps/Router/NonCatalogItemSupplierSearchPopup?Tmstmp=15083570642178&Param\_SupplierId=18526021

Results Per Page: 20 Vendors found: 1 Page 1 of 1 ?

Vendor Name/Address	Select
<b>XCEL ENERGY</b>	
XCEL ENERGY, EAU CLAIRE - 005: PO BOX 8 EAU CLAIRE, WI 54702 USA	Select
XCEL ENERGY, EAU CLAIRE - 003: 1414 W HAMILTON AVE PO BOX 8 EAU CLAIRE, WI 54702 USA	Select
<b>XCEL ENERGY, MPLS - 001: 3115 CENTRE POINTE DR ROSEVILLE, MN 55113 USA</b>	Select
XCEL ENERGY, MPLS - 002: 401 NICOLETTE MALL 3RD FLOOR MPLS, MN 55401 USA	Select
XCEL ENERGY, MPLS - 004: 414 NICOLLET MALL MP-7B MPLS, MN 55401-1993 USA	Select
XCEL ENERGY, MPLS - 006: 414 NICOLLET MALL 4TH FL 401-4 ATTN TIM LIGHTFOOT MPLS, MN 55401 USA	Select
XCEL ENERGY, ST PAUL - 008: 825 RICE ST ST PAUL, MN 55117 USA	Select
XCEL ENERGY, WHITE BEAR LAKE - 007: 1700 E CO RD E WHITE BEAR LAKE, MN 55110 USA	Select

#### 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**

Supplier Name xcel

Results Per Page: 20 Search Cancel

Results Per Page: 20 Vendors found: 12 Page 1 of 1 ?


Vendor Name/Address	Select
<b>XCEL ENERGY</b>	
XCEL ENERGY, EAU CLAIRE - 005: PO BOX 8 EAU CLAIRE, WI 54702 USA	Select
XCEL ENERGY, EAU CLAIRE - 003: 1414 W HAMILTON AVE PO BOX 8 EAU CLAIRE, WI 54702 USA	Select
<b>XCEL ENERGY, MPLS - 001: 3115 CENTRE POINTE DR ROSEVILLE, MN 55113 USA</b>	Select
XCEL ENERGY, MPLS - 002: 401 NICOLETTE MALL 3RD FLOOR MPLS, MN 55401 USA	Select
XCEL ENERGY, MPLS - 004: 414 NICOLLET MALL MP-7B MPLS, MN 55401-1993 USA	Select
XCEL ENERGY, MPLS - 006: 414 NICOLLET MALL 4TH FL 401-4 ATTN TIM LIGHTFOOT MPLS, MN 55401 USA	Select
XCEL ENERGY, ST PAUL - 008: 825 RICE ST ST PAUL, MN 55117 USA	Select
XCEL ENERGY, WHITE BEAR LAKE - 007: 1700 E CO RD E WHITE BEAR LAKE, MN 55110 USA	Select
<b>XCEL ENERGY OF WISC</b>	
<b>XCEL ENERGY OF WISC, MPLS - 001: PO BOX 8 EAU CLAIRE, WI 54702-0008 USA</b>	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 CartGoClose

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**Instructions** ?  
Use this form to request a blanket order for services or goods.

**Supplier Information** ?

**Vendor**

XCEL ENERGY  Detailed Edit...  
select different vendor

**Fulfillment Address**

XCEL ENERGY, MPLS - 001: (preferred)  
3115 CENTRE POINTE DR  
ROSEVILLE, MN 55113 USA  
select different fulfillment center

**Distribution**

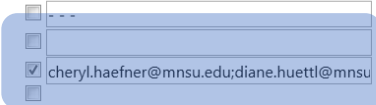
The system will distribute purchase orders using the method(s) indicated below:  
Check this box to customize order distribution information. ☒

Fax

☐ Email (Plain Text)

☒ Email (HTML Attachment)

☐ Manual



## Step 4 – Enter appropriate information in this Section

**Standing Order Information** ?

**Product Description**

254 characters remaining expand | clear

**Commodity Code** search...

**Packaging (UOM)** EA - Each

**Blanket Order Amount**

**Start Date** mm/dd/yyyy

**End Date** mm/dd/yyyy

**A Contract or Quote may be attached as Internal Attachments below:**

Internal Attachments

Add Attachments

**Total** 0.00  
See configuration for this form

**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  
https://solutions.sciquest.com/apps/Router/FavoritesFormEdit?FavoriteProductId=4102885&favPageContext=2&tmstamp=1508183469923

**Blanket Order** Available Actions: Add and go to Cart Go Close

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**Instructions**  
Use this form to request a blanket order for services or goods.

**Supplier Information**

**Vendor**  
XCEL ENERGY Detailed Edit...  
select different vendor

**Fulfillment Address**  
XCEL ENERGY, MPLS - 001: (preferred)  
3115 CENTRE POINTE DR  
ROSEVILLE, MN 55113 USA  
select different fulfillment center

**Distribution**  
The system will distribute purchase orders using the method(s) indicated below:  
Check this box to customize order distribution information. ☒

Fax ☐

Email (Plain Text) ☐

Email (HTML Attachment) ☒ cheryl.haefner@mnsu.edu:diane.huettl@mnsu

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*

Blanket Order - Mozilla Firefox  
https://solutions.sciquest.com/apps/Router/FavoritesFormEdit?FavoriteProductId=4102885&favPageContext=2&tmstamp=1508183469923

**Blanket Order** Available Actions: Add to Cart and Return Go Close

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**Instructions**  
Use this form to request a blanket order for services or goods.

**Supplier Information**

**Vendor**  
XCEL ENERGY Detailed Edit...  
select different vendor

**Fulfillment Address**  
XCEL ENERGY ENERGY PAYMENTS, MPLS - 001: (preferred)  
3115 CENTRE POINTE DR  
ROSEVILLE, MN 55113 USA  
select different fulfillment center

**Distribution**  
The system will distribute purchase orders using the method(s) indicated below:  
Check this box to customize order distribution information. ☒

Fax ☐

Email (Plain Text) ☐

Email (HTML Attachment) ☒ cheryl.haefner@mnsu.edu:diane.huettl@mnsu

Manual ☐

**Standing Order Information**

**Product Description**  
254 characters remaining expand | clear

**Commodity Code**  
search...

**Packaging (UOM)**  
EA - Each

**Blanket Order Amount**  
Go

**Start Date**  
mm/dd/yyyy

**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).

Marketplace | Minnesota State University, Mankato

Cheryl Haefner | 1,000.00 USD | Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - Draft Requisition

Shopping Cart for Cheryl Haefner

1 Item(s) for a total of **1,000.00** USD

**Proceed to Checkout** or **Assign Cart**

Name this cart: **2017-10-16 24c35731-750f-4b5f-b707-3d0a7**

Have you made changes? **Update** | **Empty Cart** | **Create New Cart** | Perform an action on (0 items selected)...

**BUTTERFLY ARTWORK** Detailed Edit...

Product Description	Unit Price	Quantity	Total
<b>Speaker for Art conference to be held at MSU.</b> open form...	1,000.00 USD	1	<b>1,000.00</b> USD
Commodity Code: 90150000 Entertainment services	1/JA		
Taxable: <input type="checkbox"/>			
Capital Expense: <input type="checkbox"/>			
Vendor subtotal			<b>1,000.00</b> USD

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

## Step 7 – Select the 'Proceed to Checkout' button

Marketplace | Minnesota State University, Mankato

Cheryl Haefner | 1,000.00 USD | Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - Draft Requisition

Shopping Cart for Cheryl Haefner

1 Item(s) for a total of **1,000.00** USD

**Proceed to Checkout** or **Assign Cart**

Name this cart: 2017-10-16 24c35731-750f-4b5f-b707-3d0a7

Have you made changes? **Update** | **Empty Cart** | **Create New Cart** | Perform an action on (0 items selected)...

**BUTTERFLY ARTWORK** Detailed Edit...

Product Description	Unit Price	Quantity	Total
<b>Speaker for Art conference to be held at MSU.</b> open form...	1,000.00 USD	1	<b>1,000.00</b> USD
Commodity Code: 90150000 Entertainment services	1/JA		
Taxable: <input type="checkbox"/>			
Capital Expense: <input type="checkbox"/>			
Vendor subtotal			<b>1,000.00</b> 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.

The screenshot shows the Marketplace interface for a requisition draft. The left sidebar contains a 'Billing' section with a grayed-out checkmark and an 'Accounting Codes' section with a checked mark. The main area displays line 1 for '10 chairs for conference room at \$50.00 per chair'. A blue callout box points to the line item with the text 'This is one line'. The 'Object Code' section shows '3008 Furniture' and a 'Vendor subtotal' of 500.00 USD. The bottom shows a 'Subtotal' of 500.00 and a 'Total' of 500.00 USD.

- Billing** Click on 'Required field', then click **Save**
- 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)
  - 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).
  - Fiscal Year** – From the drop-down menu, select correct fiscal year
- 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

- 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.

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Ronnie Requester1 | 500.00 USD | Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Accounting Codes - Draft Requisition

< Return to shopping cart

This order is ready to be placed. [Submit Requisition](#) [Assign Cart](#)

**Requisition**  
2017-03-27 0071req1 01

Status: Draft  
Document Total: 500.00 USD  
What's next for my order?

**Requisition**

- General (Prepared For) ✓
- Shipping ✓
- Billing ✓

**Accounting Codes** ✓

- Internal Notes and Attachm... ✓
- External Notes and Attach... ✓
- Vendor Information ✓

**Accounting Codes** Document Actions History ?

RC_ID	Cost Center	Grant Nbr	Project Funding Nbr	Fiscal Year	Bank	edit
0071 MN State,Man	210029 - 071 Ethnic Studies	no value	no value	2017 2017	T Treasury Account	

Object Code values vary by line

**Lines** Selected Line Item Actions

**CDW G**  
Detailed Edit...  
CDW G, MILWAUKEE - 003  
27265 Any Street USA #, CHICAGO, IL 55155

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**.

PeopleSoft session expired | MnSCU Accounting > Cha... | Submitted - Requisition 1808374

https://usertest.sciquest.com/apps/Router/ReqSubmitConfirmation?ReqId=...

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Ronnie Requester1 | 0.00 USD | Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Submitted - Requisition 1808374

**Requisition Submitted**

**Next Steps**  
You can view or print this at: Requisition 1808374, or via the Document Search page

- View Approval Status
- Search for another item
- View order history
- Check the status of an order
- Return to your home page
- Create new draft cart

**Requisition Summary**

Requisition number	1808374 <a href="#">Quick View</a>
Requisition status	Pending
Cart name	2017-03-24 0071req1 02
Requisition date	3/27/2017
Requisition total	500.00 USD
Number of line items	1