

This QRG is intended to enhance the Marketplace Shopping Course and [Marketplace Shopping Job Aid](#).

Baylor's Marketplace features the University's online catalog from preferred suppliers. Using the Marketplace is similar to shopping online, and offers many benefits:

- Access to multiple approved suppliers, products, and centrally located catalogs.
- Using a marketplace supplier means no need to obtain quotes, complete supplier registration, or negotiate contracts.



Here are a few tips to consider when using the Marketplace:

- ✓ Selecting a supplier in the Marketplace takes you to either a punchout or hosted catalog, these will all look slightly different.
- ✓ Once you have Submitted your order in the supplier's punchout, you will be re-directed back to the Ignite **Shopping Cart page**. Be sure to review the following items prior to selecting Proceed to Checkout:
 - Verify all details of the order, such as item, quantity, and unit price
 - Double check the Commodity Code (Procurement Category) for accuracy. If it is incorrect, click the blue magnifying glass for available categories.
- ✓ After selecting **Proceed to Checkout** then **Ignite Cart Return**, you will be on the **Edit Requisition page**.
 - The description field will carry over from your shopping cart but remember to insert a **Justification**. This should include the reason for the purchase and any additional information for the approver.
 - Verify **Delivery address**. If Internal, make sure to include the floor and suite number, or select "One Time" in the Deliver-to Location type field to enter a shipping address off-campus. Refer to the [Requisition Preferences – Shipping & Delivery Address Job Aid](#) for additional information.
 - Verify Billing details are entered correctly. If the expense is being charged to a project, ensure POETAF is entered. Otherwise, confirm all segments of the Chart of Account string entered in the Charge Account field are accurate.
 - Add any Notes to the Supplier or Attachments as necessary.
- ✓ After the Requisition has been submitted, it will show up on your Requisition homepage in Ignite. The status will say "Pending Approval". If you click on this button, the system will display the name of the pending approver.
- ✓ If you need to get back into the Requisition, click on the Requisition ID number.
- ✓ Order discrepancies should be handled directly with the supplier first, before involving the Procurement team.
- ✓ If your business email address is linked to a personal account, such as **Amazon**. You will need to unlink the email prior to ordering with that supplier in the marketplace. See [Amazon FAQ](#).