



IPF Work Orders in Spartan Marketplace

Overview: This job aid demonstrates how to include an IPF Work Order Number in a Spartan Marketplace order. An IPF Worker Order Number is not a required field when placing a Spartan Marketplace order. This field should only be used by IPF employees for appropriate purchases. The IPF Work Order Number can be captured in Spartan Marketplace, sent to the Finance System, and ultimately into the IPF work order management system.

Header Level Usage

1. From the Checkout Page, locate the **IPF Work Order #**.
2. Under the **IPF Work Order #** section, enter the work order number. Spartan Marketplace will automatically perform a check of the number entered to ensure validity.
 - a. An IPF Work Order # search function is also available if the number is not known. The IPF Work Order Search allows you to search by either the Work Order Number or Work Order Description.
 - i. Click on the magnifying glass and the IPF Work Order Search box will appear.
 - ii. Enter in a value in either search field and click **Search**.
 - iii. Once the desired Work Order Number has been located, click **Apply**. This Work Order Number is applied at the header level of the order and to all line items.

Checkout

Place All Orders Cancel All Orders

2 item(s)

Place This Order Cancel This Order

Trans #: 22889
Requester: Joe Sparty
Create Date: 06-03-2015 10:22:50 AM
Supplier: W W GRAINGER INC
Total: \$606.84

Select Deliver To

Deliver To - Attn:
Joe Sparty joesparty@msu.edu 517-355-1855

Need to customize your deliver to address lines? Click: [HERE](#)

Select Ship To
Ship To - Attn: Joe Sparty
UNIVERSITY STORES
ANGELL BLDG
166 SERVICE RD
EAST LANSING, MI 48824

Select an Org for Order
MS-10074704
PURCHASING

IPF Work Order #

Setup Header Account(s) for Transaction #: 22889
MS GA100332 6428 % Split Org Ref Id Add

Need to customize your header accounting lines? Click: [HERE](#)

IPF Work Order Search

Work Order Number Work Order Number Work Order Description Work Order Descri

Apply Search Close



Line Item Level Usage

1. From the Checkout Page, click on the **Arrow and number of item(s)** link. All line items for the order will now appear.

The screenshot shows the 'Checkout' page with a green border. At the top left, there are buttons for 'Place All Orders' and 'Cancel All Orders'. Below this, a link '2 item(s)' is highlighted with a red arrow. To the right of this link are buttons for 'Place This Order' and 'Cancel This Order'. The page is divided into several sections: a green box on the left containing order details (Trans #: 22889, Requester: Joe Sparty, Create Date: 06-03-2015 10:22:50 AM, Supplier: W W GRAINGER INC, Total: \$606.84); a 'Select Deliver To' section with a dropdown menu and a 'Deliver To - Attn:' form; a 'Select Ship To' section with a dropdown menu and shipping address details; a 'Select an Org for Order' section with a dropdown menu and the text 'MS-10074704 PURCHASING'; and a 'Setup Header Account(s) for Transaction #: 22889' section with a dropdown menu, a '% Split' field, an 'Org Ref Id' field, and an 'Add' button. There are also links for 'Need to customize your deliver to address lines?' and 'Need to customize your header accounting lines?'.

2. Under the **IPF Work Order #** section, a work order number can be entered in directly for each line item. Spartan Marketplace will automatically perform a check of the number to ensure validity.
 - a. An IPF Work Order # search function is also available if number is not known. The IPF Work Order Search allows you to search by either the Work Order Number or Work Order Description.
 - i. Click on the magnifying glass and the IPF Work Order Search box will appear.
 - ii. Enter a value in either search field and click **Search**.
 - iii. Once the desired Work Order Number has been located, click **Apply** to add the number to the order. This Work Order Number is applied at the line item level of the order.