MarketPlace

The University strongly encourages the use of MarketPlace whenever possible for products and services available on MarketPlace. MarketPlace vendors have been selected based on their competitive pricing and the agreements they have in place with the University. Therefore, any purchases from a MarketPlace vendor are only allowed through the MarketPlace system (not through invoicing or purchase orders).

1) To begin placing MarketPlace orders, you must first be given access. Your supervisor (the Project Authorizer) will need to email the DELTA Business Office to request this access. Once the access is submitted and approved, you will need to go to My Profile in MarketPlace (Main Menu>Financial Systems>MarketPlace>My Profile) and complete your profile set-up before you will be able to place orders.

2) To place an order in MarketPlace, log into the MyPack Portal. From the For Faculty & Staff tab, select MarketPlace in the Financial Systems section. Choose Create Requisition to start your order.

3) Even orders over $5,000 can be placed through MarketPlace with no additional review or bids required.

4) All MarketPlace orders require approval before the order is placed to the vendor. The order will be automatically routed to the DELTA Business Office for approval.

5) Once your item(s) is received, you will need to go back into MarketPlace to receive the item. To receive items, log into MyPack. In the MarketPlace section, choose Manage Receivers. All of your current/open orders will be listed. Click the small triangle to the left of the order you want to receive against. This will show all of the line items for that order. Enter the date the items were received and the quantity that was accepted or rejected for each line. (Only enter quantities for items that were included in the shipment; do not mark items that were not shipped). Click Save & Create Receipt.

6) You will receive periodic reminders from MarketPlace to complete your receiving if it is not completed in a timely manner. If the items have not been received contact the vendor to check the status.

Questions? Contact the DELTA Business Office at delta-business-office@ncsu.edu or X5-4362