

The Procurement and Support Services department is happy to announce that the workflow function has now been implemented in Campus Marketplace.

The purpose of workflow in Campus Marketplace is to provide more transparency by allowing specific departments to review and approve certain order types (\*IT hardware/software and hazardous materials).

\*Please be advised that Accessible Technology Initiative (ATI) requirements are in effect for hardware/software orders.

CSU East Bay's workflows are as follows:

- General order type: Property Control and Receiving will be notified.
- The following departments will be notified for Hardware or Software order types:
  - ITS User Support Services
  - Accessibility Services
  - Property Control
  - ITS User Support Services and Accessibility Services vets and approves hardware/software orders.
- The following departments will be notified for hazardous materials i.e., chemicals, solids, gasses, etc.: Environmental Health & Safety and Receiving.
  - Environmental Health & Safety approves EHS orders.

Please select the proper order type when checking out your order on Campus Marketplace.

Once an order is approved through workflow by the appropriate department, you will receive an email notification. You must log back into Campus Marketplace and prepare the order by entering the credit card information so it can be sent to the supplier.

If an order is rejected, you will receive an email notification and the order will remain in your checkout tab. You will have the option to either: edit/delete the order or request for approval again.

checkout - riza.casal: @ campus marketplace

shop ▾ cart (0) checkout

selection: Active ▾ Transaction #: Transaction # PO #: sort by: Recently Added ▾ rows / pg: 10 ▾ Go

<b>Transaction #:</b> 201461	<b>Payment Form:</b> Credit Card	<b>Selection:</b> Active	<input type="button" value="Update"/>
<b>* Transaction Name:</b> 10/02/2015-13:58-SA 2750-CDW <a href="#">edit</a>	<b>Order Type:</b> General ▾	<b>Status:</b> Unsubmitted Transaction	<input type="button" value="Prepare"/>
<b>Requester:</b> Riza Casal: SA 2750	<b>External Note:</b> General	<b>System Note:</b> None	
<b>Create Date:</b> 10/2/2015	<b>Internal Note:</b> Hardware		
<b>Supplier:</b> CDW	<b>Commodity Code:</b> Software	<b>Next Step:</b> Prepare CC Order ▾	
<b>Total Line Items:</b> 1	<b>Fiscal Date:</b> 10/2/2015		
<b>Total Value:</b> 11.73 USD	<b>CC Order Number:</b> 2503		
	<b>Aux Field 1:</b> <input type="text"/>		
	<b>Aux Field 2:</b> <input type="text"/>		
	<b>* Ship To - Attn:</b> Riza Casal SA 2750		
	<b>GL Acct. Code:</b> <input type="text"/>		