



## IPF Work Orders in Spartan Marketplace

**Overview:** This job aid demonstrates how to include an FMS Order Number in a Spartan Marketplace order. This field should only be used by IPF employees for appropriate purchases, and is not a required field.

1. To apply a FMS order number to all items in the cart, locate the **FMS Order # field** on the right-hand side of the screen.

A screenshot of the Spartan Marketplace cart page. At the top, there is a search bar with a magnifying glass icon. Below the search bar, there is a field labeled "FMS Order #".

- a. **Note:** work order numbers can be applied at the line-item level by clicking the **Arrow and number of item(s)** link to expand all line items. The **FMS Order # field** is on the right-hand side of each line item.

Checkout

A screenshot of the Spartan Marketplace cart page. At the top, there are buttons for "Place All Orders" and "Cancel All Orders". Below that, there is a link "2 item(s)" with an orange arrow pointing to it. Below the link, there is a search bar with a magnifying glass icon and a field labeled "FMS Order #".

2. Enter the work order number.

- a. **Note:** Spartan Marketplace will automatically perform a check of the number entered to ensure validity.

3. A search function is also available if the order number is not known. This allows you to search by either the FMS Order Number or FMS Order Description.

- a. Click on the **magnifying glass** to the right of the FMS Order # field.

A screenshot of the FMS Order # search field. The field is labeled "FMS Order #" and has a magnifying glass icon to its right. The entire search field is circled in orange.

- b. Enter a value in either search field and click **Search**.

A screenshot of the FMS Order Search dialog box. It has two search fields: "FMS Order #" and "FMS Order Description", each with a magnifying glass icon. Below the fields are dropdowns for "Select FMS Order Source" and "Active Indicator", both set to "Both". At the bottom, there are buttons for "Apply", "Search" (which is highlighted with an orange arrow), and "Close".

- c. Once the desired order number has been selected, click **Apply**.

A screenshot of the FMS Order Search dialog box, showing the "Apply" button highlighted with an orange arrow.