

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.

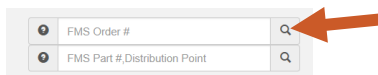


- a. **Note:** work order numbers can be applied at the line-item level by clicking the **Arrow and number of item(s)** link to expand all line items. The **FMS Order # field** is on the right-hand side of each line item.

Checkout 

[Place All Orders](#) [Cancel All Orders](#)

 2 item(s) 



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.



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

FMS Order Search 

FMS Order #	FMS Order #	FMS Order Description	FMS Order Description
Select FMS Order Source▼	Both	Active Indicator▼	Both

[Apply](#) [Search](#) [Close](#) 

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

