Welcome to Tufts Marketplace

A User Guide

2014

Tufts University Finance
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Introduction to Tufts Marketplace

THE TUFTS MARKETPLACE is a business-to-business, e-procurement system to make your sourcing, ordering and invoice payment easier! Tufts Marketplace is a one-stop, one login shopping process.

You can place orders and “check out” with the ability to allocate charges to your dept-ids or grants, in accordance with your specific, authorized profiles.
Signing in

Signing into Tufts Marketplace is easy!
Use your Tufts User name (UTLN) and your SSO password at this site:
https://tufts.sollodtech.com/

Please note: For security purposes a session timeout will occur after 90 minutes of no activity within Tufts Marketplace (partially completed orders could be lost). Also the “back” and “forward” browser buttons should not be used.
Creating and Submitting an Order

Once you click on the supplier logo, you will be brought to that supplier’s web-site. You will be able to use the features of that suppliers ordering site such as; shopping lists, order status, returns, etc… Remember, each supplier web-site is different and may have different features.

You add items to your shopping cart just as you normally would on any on line shopping site. When you are ready to “Check Out”, you continue as normal. Once you check out, you will be brought back to Marketplace web-site to complete the check out process. The check out process includes choosing a ship to address as well as the cost center (DeptID-Grant) where the items should be charged.

*There are some suppliers’ logos on the Home Page that are simply links, there isn’t an ordering system. These suppliers to date include Creative Office Pavilion, Egencia and Union Office.

Support: procurementsystems@tufts.edu
Check Out Process

**If you need additional addresses and/or DeptID's, Proj/Grants added or removed from your profile, please contact procurementsystems@tufts.edu.**
Please note: If the order is over $5,000 it will be routed to Purchasing for approval. If the order is under $5,000 it will be submitted to the supplier. To check the status of orders waiting for approval, please e-mail purchasing at: buyapprove@tufts.edu

You will receive e-mail notification from the supplier once they receive your order.
Order Status

Click the tab to see your orders

Click the Order Id to view order details

Click the Invoice Number to view invoice details (if invoiced)

Possible Statuses:

Approved – The order is approved but hasn’t been sent to the supplier
Auto Approved – The order is approved but hasn’t been sent to the supplier
Sent – Order sent to the Supplier
Awaiting Approval – The order is over $5,000 and waiting for Purchasing to approve.
Approval Declined – Purchasing rejected the order
Canceled – The order was canceled by the user
Current Order – The order hasn’t been sent to the vendor. The user started the order but didn’t click “Submit for Approval” button (To cancel or submit a current order, click view and then click cancel or submit)
Supplier Rejection – There was a problem with the order, e-mail procurementsystems@tufts.edu for more information.

9/5/2014 Support: procurementsystems@tufts.edu
Reconciling to Data Warehouse Reports

All charges for orders place via Tuft Marketplace will billed electronically (EDI) to Accounts Payable. You will see a charge for each item of your order. Please see below for examples.

The above transactions represent an order place via SupplyOrg with Staples. Please note that the Jnl Line Description has the SupplyOrg order number. You can use this number to match up the charges.