Chapter 1. How to Set-Up a Delivery Address (PLocation)

Set-up a delivery address so that U Market Services can ensure that all packages are delivered to their correct destinations.

DO NOT choose the option "Modify Location Codes" for U Market ordres. Doing so can create errors with the U Market supplier and cause delays in delivery.

To create a new PLocation Code, please follow these steps:

1. Download the EFS New Location Request Form.

2. Check the box labeled "New Location Code #."

3. Enter the Department ID the new PLocation will be used for. You may add as many PLocations to a department as needed.

4. Comply with the form's guidelines. The address must bear particular information on specific lines for deliveries to be routed correctly.
   • Description: Used by the Requester to define address (e.g. Bob's Lab)
   • Line 1: Department name
   • Line 2: Room and Buidling (e.g. RM 122 Civil Engineering B)
   • Line 3: Street Address
   • Postal Address: as directed

5. Submit the form to controller@umn.edu

Chapter 2. Delivery Addresses

U Market Services strives to ensure that all packages are delivered to their correct destinations.

To help us deliver to the correct destination, be sure that your delivery address is correct by creating a PLocation Code for EACH LOCATION you plan to send orders to.

Your PLocation Code is the unique number stored in EFS and with the U Market supplier. It references your shipping address in a specific format.

If you have any questions, please contact U Market Customer Support at 612-624-4878 or umarket@umn.edu.

Chapter 3. How to Track Your Requistion

Check your requisition status in U Market.

1. Log in to U Market.
2. Click on the "Main Menu" at the top.
3. Select "eProcurement."
4. Click "Manage Requisitions."
5. View the list of your recent requisitions.
6. Locate the heading "Request State" to find what state your requisition is in.
7. If your requisition has been dispatched, click on the "Req ID" in the far-left column to find your PO number.
8. Click "PO Information" underneath the last item and a pop-up screen will display your PO number under "PO ID."
9. Copy and paste the PO number into U Market's Document Search tool to verify your PO is in U Market.
10. Contact U Market Customer Support at 612-624-4878 or umarket@umn.edu if our PO does not show up.

Chapter 4. Requisition States

A list of possible requsition states.

Type	Description
Created	Your order has passed through all budget checks and is currently in the process of becoming a PO.
Pending	An order of over $100 that is waiting for your approver to authorize before going on to the next stage of budget checks.
Approved	An order of under $100 that has become a requisition and is moving onto the next stage of budget checks.
Dispatched	Your order has passed all budget checks, become a requistion, and is now an active PO.
Error	Requistion could not be created due to an issue with your EFS chart string.