

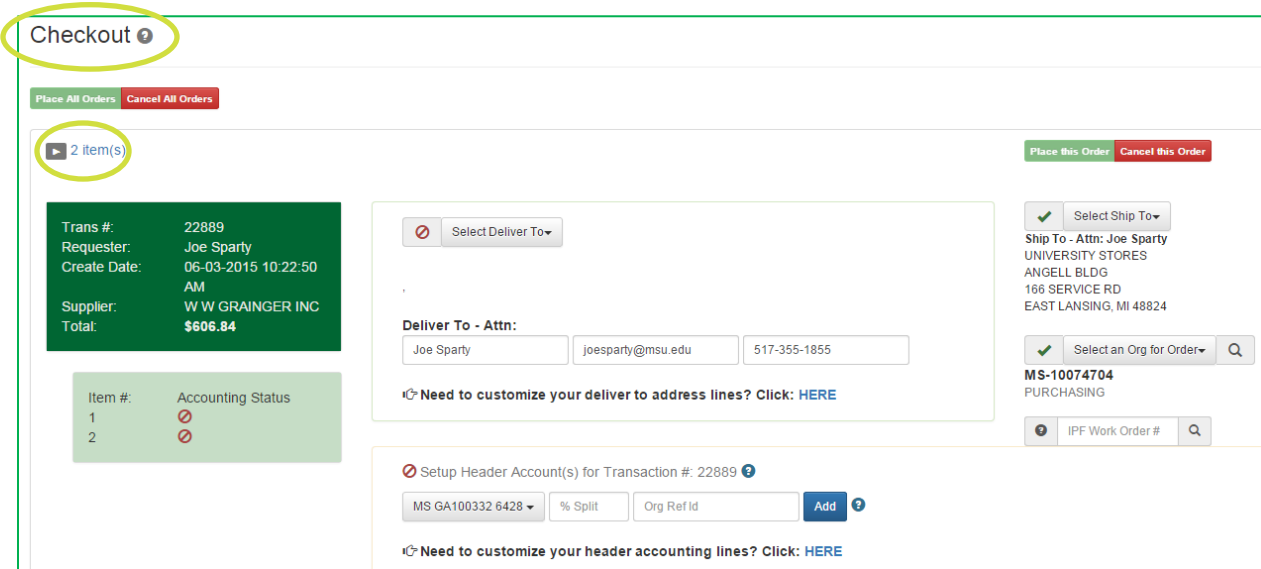
Overview: This job aid demonstrates how to include an IPF Work Order Number in a Spartan Marketplace order. The IPF Work Order Number can be captured in Spartan Marketplace, sent to the Finance System, and ultimately into the IPF work order management system.

Adding IPF Work Order Number – Header Level

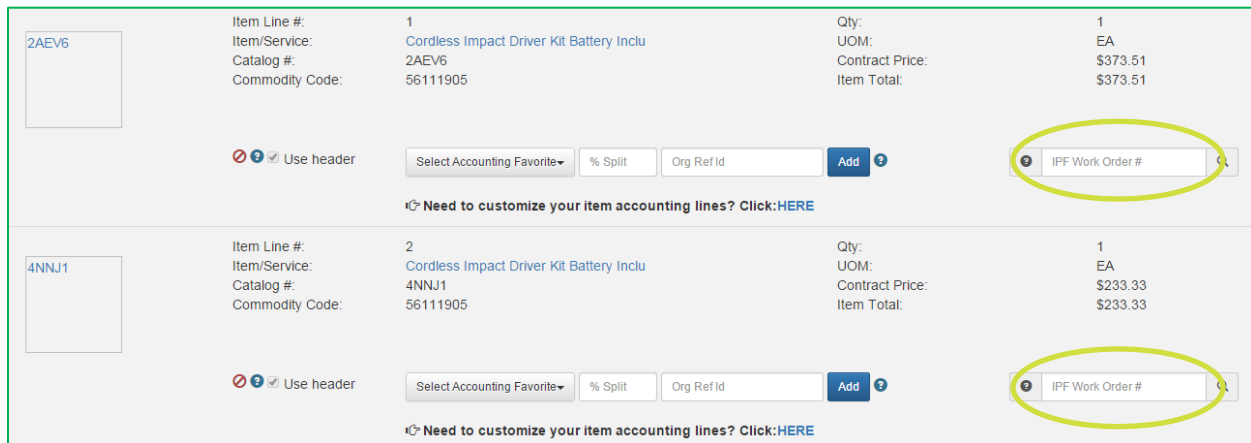
1. From the Checkout Page, locate the **IPF Work Order #**
2. Under the **IPF Work Order #** section, a work order number can be entered in directly. Spartan Marketplace will automatically perform a check of the number entered to ensure validity.
3. An IPF Work Order # search function is also available if number is not known.
4. Click on the magnifying glass and the IPF Work Order Search box will appear.

5. The IPF Work Order Search allows you to search by either the Work Order Number or Work Order Description. Enter in a value in either search field and click **Search**. Once the desired Work Order Number has been located, click **Apply**. This Work Order Number is applied at the header level of the order and to all line items.

Adding IPF Work Order Number – Line Item Level



1. From the Checkout Page, click on the Arrow/number of item(s) link. All line items for the order will now appear.



2. Under the **IPF Work Order #** section, a work order number can be entered in directly for each line item. Spartan Marketplace will automatically perform a check of the number to ensure validity.
3. An IPF Work Order # search function is also available if number is not known.
4. Click on the magnifying glass and the IPF Work Order Search box will appear.
5. The IPF Work Order Search allows you to search by either the Work Order Number or Work Order Description. Enter a value in either search field and click **Search**. Once the desired Work Order Number has been located, click **Apply** to add the number to the order. This Work Order Number is applied at the line item level of the order.

Tip: An IPF Worker Order Number is not a required field when placing a Spartan Marketplace order. This field should only be used by the IPF group and their respective purchases.