Self-service IT products on UQeMarket

Step 1 – Product options
Ensure your budget holder has approved the purchase

- Go to: [https://its.uq.edu.au/it-governance/purchasing](https://its.uq.edu.au/it-governance/purchasing) to review product options

- Determine the product option that meets your requirements and note the **Keywords** for searching in UQeMarket

*If you are unsure which product to order, please request a quote through the ITS Service Desk (see over page)*

Step 2 – Go to UQeMarket

- Log in to Unifi at: [https://www.unifi.uq.edu.au/](https://www.unifi.uq.edu.au/)
- Raise a requisition by selecting eProcurement from the Main Menu then select Requisition
- Enter your Business Unit then select Ok
- Enter your Ship-to Address and Chartstring then select Ok
- Select UQeMarket
- You should be presented with the Marketplace Home page

*If you are unsure of your Business Unit or Chartstring, contact your finance officer. For assistance accessing or using UQeMarket, please contact the UQeMarket helpdesk at UQeMarket@uq.edu.au.*

Step 3 – Search for products

- Enter the **Keywords**

- Select the product that meet your needs

- Review related products (i.e. monitor, docking station)

Step 4 – Checkout

- Add to basket (1)

- Go to Checkout (2)

- Complete requisition in Unifi
Requesting a quote for IT products

**Step 1 – Log a service request**
Ensure your budget holder has approved the purchase

- Go to: https://its.uq.edu.au/front and select the Request help button
- Sign in using your UQ credentials
- Submit a request for a quote to meet your business requirements

**Step 2 – Go to UQeMarket**
The quote will be provided as a ‘Shared Basket’ in UQeMarket

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- Enter your Ship-to Address and Chartstring then select Ok
- Select UQeMarket
- You should be presented with the Marketplace Home page

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**Step 3 – Review saved basket**

- On the Marketplace Home page, go to your ‘Saved Baskets’
- Select and review the Saved Basket that has been shared with you

**Step 4 – Checkout**

- Add to current basket (1)
- Go to Checkout (2)
- Complete requisition in Unifi