

When a staff member enters a request, it goes straight to Campus Purchasing for approval and bypasses the departmental Business Office. The departmental Business Office is not able to review the purchase for accuracy beforehand or update the receiving of the items. Can workflow be adjusted to route to departmental business offices as well? ANSWER:

No, DASH does not have the capability to forward carts to another person. If you have Marketplace access, you will be able to check out. The Procurement office has reached to the Dash and System office team for possible workarounds and will update accordingly

Q: *Do I need to receive my Marketplace orders?*

A: Yes, when you receive an item that you ordered through Marketplace you will need to receive that item in the My Receipts app. It is very important to do this so e-invoices can be processed.

How can delivery addresses be updated to locations other than what is tied to our name/user id in the system?

No, DASH does not allow us to add one-time addresses. You will need to use an address that is already in DASH as an official University address. The Procurement office has reached out to Dash and system office for additional options related to adding addresses to the preference section of the procurement module