How to:

- Use the Prime Marketplace
Introduction to the Marketplace

The Prime Marketplace provides a familiar online shopping experience and negotiated pricing from Princeton’s preferred suppliers.

The procedure detailed here applies only to items that may be bought through the Prime Marketplace.

Using the Marketplace

The Office of Finance & Treasury has provided these helpful reference materials to guide you through the Marketplace shopping experience.

Review this video and this pamphlet before using the Marketplace for the first time. In addition to the instructions in the pamphlet, see the next slide for a few additional ODUS specific directions.
**Naming Your Cart**

- After you’ve added items to your cart and have finished shopping, click the shopping cart icon in the upper right hand corner of the screen to review.

- Change your cart name to include your student group’s name (leave the date information as part of the cart title). Then click “Proceed to Checkout.”

**Assigning Your Cart**

- From the Cart, click Assign Cart and select Manisha Chotalia

- In the comments field, briefly describe your event and the reason you are purchasing these items

- Click Assign
Next Steps

1. ODUS will review your cart and reach out if we have any questions
2. ODUS will submit the cart on behalf of your group
3. Once approved, items will be shipped to the campus location you chose when shopping the Marketplace
4. The purchase will automatically be charged to your group’s chartstring