

Marketplace Training

Marketplace offers several training opportunities below. To request a dedicated training for your department or group, or for general questions about Marketplace please contact the [Marketplace Help Desk](#).

BLINK (self-directed learning)

[Transition of FinancialLink Orders](#)
[Marketplace iRequests](#)

How-to Videos

Note: Videos below may not display correctly on Internet Explorer. Other browsers are recommended.

[How to Search and Shop](#)
[How to complete an iRequest](#)
[How to use a Punchout](#)
[How to Checkout](#)
[How to use Order Query](#)
[How to Return Items](#)
[How to set up your Profile](#)
[How to use Favorites](#)
[Marketplace Shopping Roles](#)
[Marketplace Approver Roles](#)

UC Learning Center (credit classes)

- 1) login to [UC Learning Center](#), then
- 2) click on the appropriate link below to register

Webinars

[Marketplace iRequests – Webinar](#)

Tutorials

[MKTPL Window Shoppers – Tutorial](#)
[MKTPL Index Informed Shoppers – Tutorial](#)
[MKTPL Department Buyers – Tutorial](#)

[MKTPL Approvers – Tutorial](#)
[MKTPL Business Unit Management Tool - Tutorial](#)

Marketplace Help Desk, 858-534-9494 (x4994), mphelp@ucsd.edu