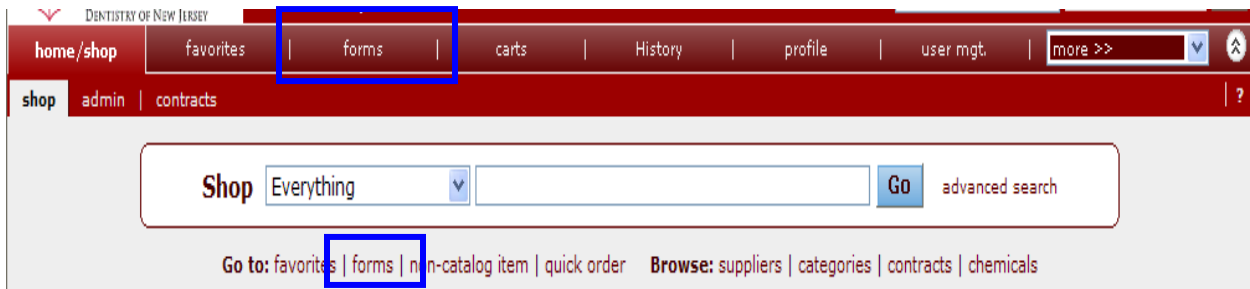


Forms in Market Place

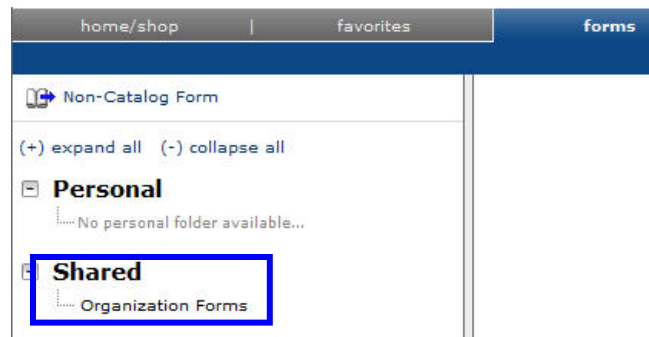
Forms are one of four ways that items can be placed into your cart in MarketPlace. There are several ways to access forms: The forms tab, the forms link in the *Go to* area and *Showcased Services* displays some of the forms

Most of the forms have an Internal Info, General Information or Instruction section. Please make sure you read that information. The forms will go through purchasing approvals.

Below are images to find the different areas to access forms. There are separate cheat sheets on how to use each of the forms.



If this is the first time accessing the forms area, you will need to select *Organization Forms* under the *Shared* section from the left side of the screen.



In *Showcased Services* all of the forms are not shown, select *browse all* to see all the forms.

