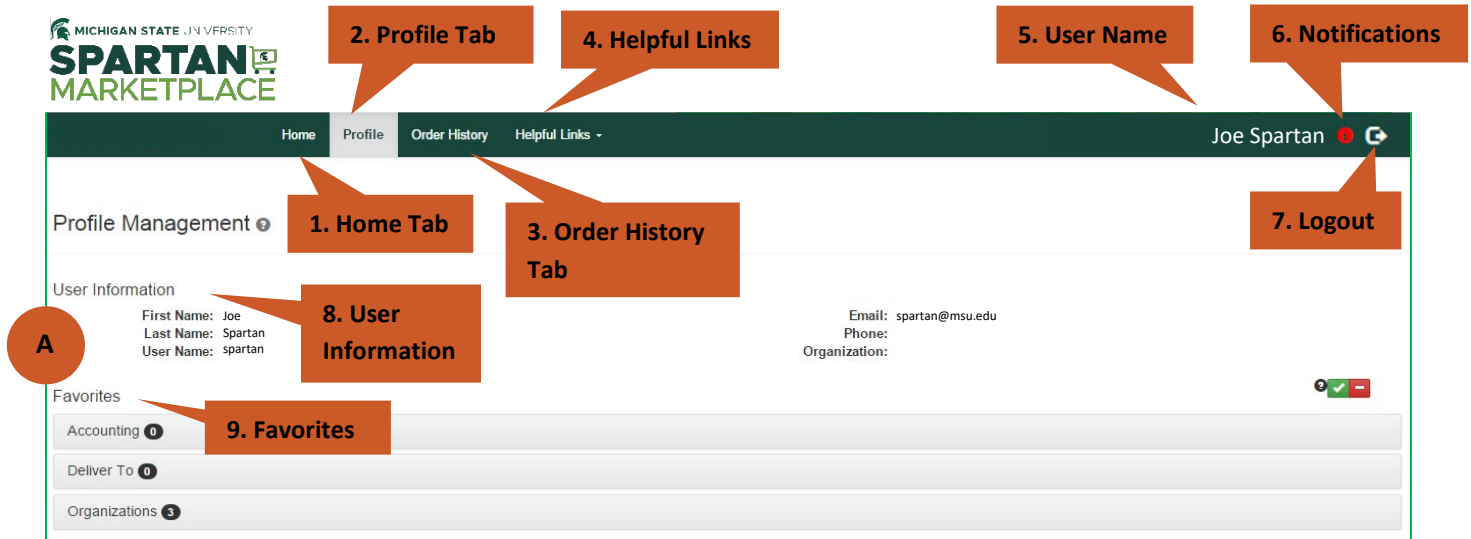


Spartan Marketplace Profile Tab Navigation

Overview: This job aid demonstrates the various elements of the Spartan Marketplace Profile tab.



A. Main Profile Tab	
1. Home Tab	The Home Tab takes the user to the main landing page in Spartan Marketplace
2. Profile Tab	Current tab referenced with this Job Aid
3. Order History Tab	<p><u>Order History Tab</u> allows the user to view their Spartan Marketplace Orders including:</p> <ul style="list-style-type: none"> • Statuses • Transaction Number • Requisition Number • Purchase Order Number • Supplier • Total Amount • Create Date
4. Helpful Links	Provides user with common links related to Spartan Marketplace.
5. User Name	Displays the Spartan Marketplace user's name.
6. Notifications	Displays any Spartan Marketplace notifications associated with user – Number of pending or outstanding orders.
7. Logout	Logs user out of Spartan Marketplace.
8. User Information	Displays information associated with Spartan Marketplace user account. This information is not editable.
9. Favorites	User favorite attributes that can be stored to make the order process easier. This includes Accounting, Deliver To, and Organizations.

Accounting 1

Account Sub Account 6428 Sub Object Project Code

SUPPLIES - OTHER

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« 1 »

B

Account	Sub Account	Object Code	Sub Object	Project Code	Actions
XT022956		6428			<input type="button" value="-"/>

10. Accounting Attributes

11. Add Functionality

B. Accounting Favorites

10. Accounting Attributes

User can set Accounting information as a favorite. This includes: Account, Sub Account, Object, Sub Object, and Project Code. This information is validated in real-time to ensure accounting elements are valid. This accounting information can default for a user's order (if chosen). Multiple accounting favorites can be stored and one can be chosen as a default.

11. Add Functionality

Allows user to add the accounting string as a favorite (if all elements are valid).

Deliver To 2

Building Bldg Code Room Room Number

Line 1

Line 2

City City State Zip Zip

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« 1 »

C

Delivery ID	Deliver To	Actions
10053	UNIVERSITY SERVICES 169 SERVICE RD , RM 123 EAST LANSING, MI 48824	<input type="button" value="-"/>
10077	BERKEY HALL 509 E CIRCLE DR , RM 12B EAST LANSING, MI 48824	<input checked="" type="button" value="✓"/> <input type="button" value="-"/>

12. Deliver To Attributes

13. Action Buttons

C. Deliver To Favorites

12. Deliver To Attributes

User can set Deliver To information as a favorite. This includes: Building Code, Room Number, Address Line 1 / 2, City, State, and Zip. This accounting information can default for a user's order (if chosen). Multiple Deliver To favorites can be stored and one can be chosen as a default.

13. Action Buttons

Allows user to set a specific Deliver To as a default with the green check and to delete a Deliver To with the red minus. The action button functionality is also found in the Accounting Information Favorite and Organizations Favorite.



14. Organizations Attributes

Organizations 1

Chart MS

Org Code Org Code Q

Org Name Org Name Q

Add

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«

1

»

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D

Chart	Org Code	Org Name	Actions
MS	10074363	UNIVERSITY STORES	<div><div>✓</div><div>✗</div></div>

D. Organizations Favorites

14. Organizations Attributes

User can set Organization information as a favorite. This includes: Chart, Org Code, and Org Name. This Organization information can default for a user's order (if chosen). Multiple Organization favorites can be stored and one can be chosen as a default.