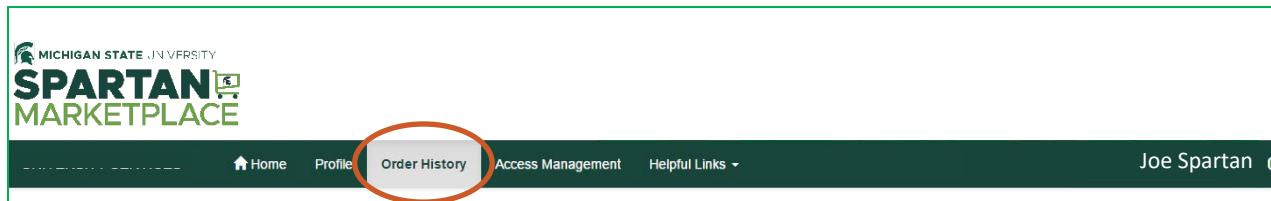


Spartan Marketplace Order History Tab Navigation

Overview: This job aid provides an overview of the Order History tab in Spartan Marketplace. The Order History tab allows users to view both submitted and unsubmitted orders, search for orders, and see order statuses. It also provides a direct link to the Finance System to view requisitions and purchase orders.



1. From the Home Page, navigate to the **Order History** Tab.
2. To search for orders, use the **Search Order(s)** functionality. Search using any of the following attributes:

- Transaction Number
- Deliver To
- Supplier
- Create Date
- Requisition Number
- Requisition Status
- Purchase Order Number
- Purchase Order Doc Number
- Item Description
- Account Number
- Checkout Status
- IPF Work Order Number

2. Enter an attribute and click on the magnifying glass or press enter. Orders that meet the search parameters will display.
 - a. **Note:** The Order History only contains orders or transactions that are specific to that user's account. A user cannot see someone else's orders or transactions under Order History.
3. Users can also sort the **Order History** display based on Transaction Number, Deliver To, Supplier, Total Amount, Create Date, Checkout Status, Requisition Number, Requisition Status, and Purchase Order Number.
4. Users can select how many orders display per page (5, 10, 20, 50 – the default view is 10) under **Page size**.

Order History

Search Order(s)		Search Order History		Q																																																																																																			
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5. Users can select a specific Transaction number. When a specific transaction number is selected, a new window will appear that displays the Order History details.

Order History

Search Order(s) Search Order History

Refine search by one of the following fields: Transaction #, Deliver To, Supplier, Create Date (MM-dd-yyyy), Checkout Status, Requisition #, Requisition Document Nbr, Requisition Status, Purchase Order #, Purchase Order Document Nbr, IPF Work Order, Item Description or Account Number.

Found 48 Order(s)

Page size: 10

Transaction #	Deliver To	Supplier	Total Amount	Create Date	Checkout Status	Requisition #	Requisition Status	Purchase Order #
21735	Joe Sparty	OFFICE MAX	\$171.00	05-13-2015	Submitted	250015	Closed	240265
21385	Joe Sparty	J O GALLOUP CO	\$279.60	05-06-2015	Submitted	250535	Closed	240345
21384	Joe Sparty	J O GALLOUP CO	\$2.12	05-06-2015	Submitted	250533	Awaiting Contract Manager Assignment	
21383	Joe Sparty	J O GALLOUP CO	\$524.41	05-06-2015	Submitted	250532	Awaiting Fiscal Officer	
21368	Joe Sparty	LIFE TECHNOLOGIES CORPORATION	\$485.78	05-05-2015	Submitted	250246	Closed	239927
21211	Joe Sparty	J O GALLOUP CO	\$53.54	05-01-2015	Submitted	247445	Closed	237139
21210	Joe Sparty	J O GALLOUP CO	\$434.54	05-01-2015	Submitted	247444	Closed	237138
21183	Joe Sparty	LIFE TECHNOLOGIES CORPORATION	\$323.00	04-30-2015	Submitted	247441	Closed	237136
Joe Sparty	Patrick Chan	LIFE TECHNOLOGIES CORPORATION	\$404.60	04-30-2015	Submitted	247440	Closed	237135
Joe Sparty	Patrick Chan	LIFE TECHNOLOGIES CORPORATION	\$353.86	04-30-2015	Submitted	247439	Closed	237134

6. Users can view a requisition for an order by selecting a document number under **Requisition #**. When a user clicks on the requisition number, they will be directed to the requisition document.
7. Users can view the purchase order by selecting a document number under **Purchase Order #** and clicking on it.

Order History Details

Trans #:	22689
Requester:	Joe Sparty
Create Date:	06-03-2015 10:22:50 AM
Supplier:	W W GRAINGER INC
Total:	\$606.84
Org Code:	MS - 10074704
IPF Work Order	N/A

Deliver To
Joe Sparty
BERKEY HALL
Rm/Ste 101
509 E CIRCLE DR
EAST LANSING, MI 48824
joesparty@msu.edu
517-355-1855

Ship To
UNIVERSITY STORES
ANGELL BLDG
166 SERVICE RD
EAST LANSING, MI 48824

2AEV6	Item Line #:	1	Qty:	1
	Item/Service:	Cordless Impact Driver Kit Battery Inclu	UOM:	EA
	Catalog#:	2AEV6	Contract Price:	\$373.51
	Commodity Code:	56111905	Item Total:	\$373.51
4NNJ1	Item Line #:	2	Qty:	1
	Item/Service:	Cordless Impact Driver Kit Battery Inclu	UOM:	EA
	Catalog#:	4NNJ1	Contract Price:	\$233.33
	Commodity Code:	56111905	Item Total:	\$233.33