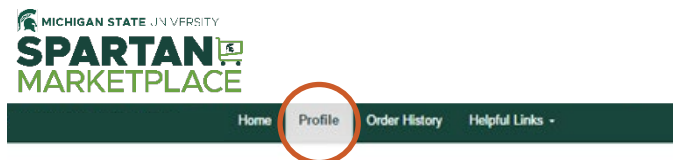


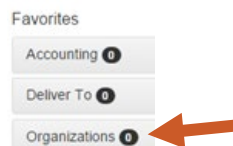
Setting Organization Favorites in Spartan Marketplace

Overview: This job aid demonstrates setting up Organization Favorites in Spartan Marketplace. Establishing Favorites will help streamline the ordering process. A user may set up multiple Organizations with the ability to select and default to a specific one. There can only be a single Organization associated with each order in Spartan Marketplace.

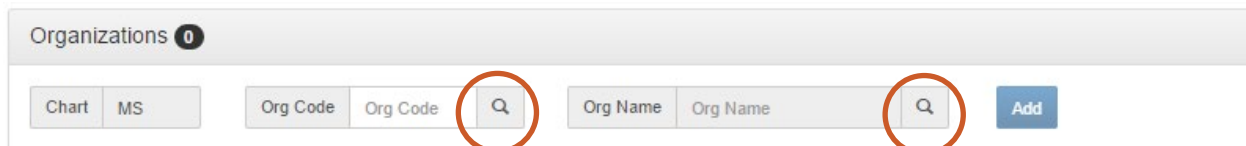
1. From the Home Page, navigate to the **Profile** tab.



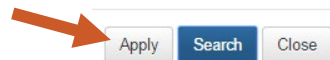
2. Under the **Favorites** section, click on the **Organizations** block.



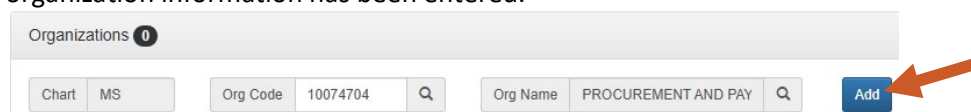
3. Enter the Org Code, or use the **Organization Search** (magnifying glass) to look up an organization.
 - a. **Note:** Spartan Marketplace will only display active organizations for selection in search results.



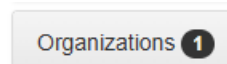
4. Click **Apply** once the desired account number is selected.



5. Click **Add** once the organization information has been entered.



6. The organization is now saved as a Favorite, and is included in the number at the top of the Organization block.



7. The **Action** buttons provide the following functionality:
 - a. Green check: set one organization code as default for all orders placed in Spartan Marketplace
 - b. Red minus: remove saved Organization under Favorites

Chart	Org Code	Org Name	Actions
MS	10074704	PROCUREMENT AND PAYMENT SYSTEMS	