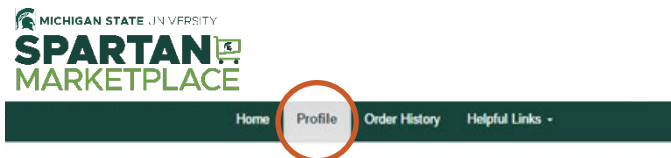


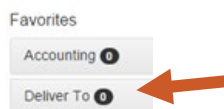
## Setting Deliver To Favorites in Spartan Marketplace

**Overview:** This job aid demonstrates setting up Deliver To Favorites in Spartan Marketplace. Establishing Favorites will help streamline the ordering process. Users may set up multiple Deliver To addresses with the ability to select and default to a specific one. Only one Deliver To address can be used per order. Separate orders must be placed to have orders delivered to multiple locations.

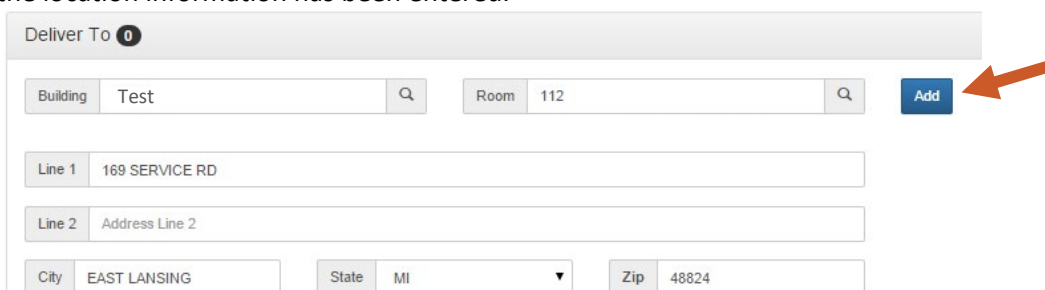
1. From the Home Page, navigate to the **Profile** tab.



2. Under the **Favorites** section, click on the **Deliver To** block.



3. Enter all address information including:
  - a. Building
    - i. **Note:** searching for Building can be performed via Building Code and or Building Name. Once a building is selected, the Address Line 1, 2, City, State and Zip are automatically populated.
  - b. Room Number
  - c. Address Line 1
  - d. Address Line 2
  - e. City
  - f. State
  - g. Zip Code
4. Click **Add** once the location information has been entered.



Deliver To 0

Building: Test Room: 112 Add

Line 1: 169 SERVICE RD



Line 2: Address Line 2

City: EAST LANSING State: MI Zip: 48824

5. The deliver to address is now saved as a Favorite, and is included in the number at the top of the Deliver To block.



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

Delivery ID	Deliver To	Actions
12092	Test 169 SERVICE RD , RM 112 EAST LANSING, MI 48824	 

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