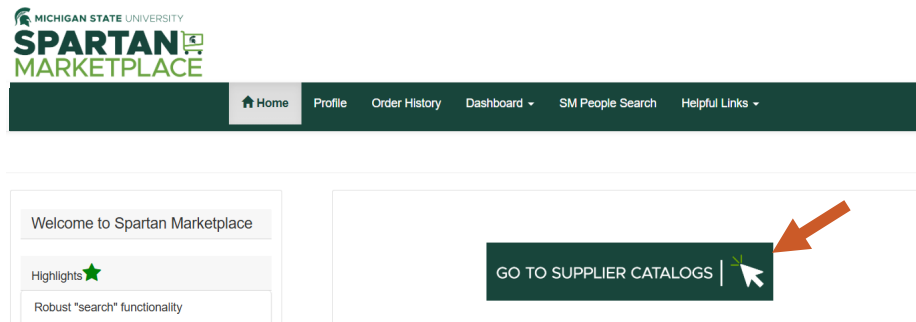# Create a Cart in Spartan Marketplace

Overview: This job aid demonstrates how to create a cart in Spartan Marketplace.

1. From the Spartan Marketplace homepage, click the **Go To Supplier Catalogs** button.


2. On the Spartan Marketplace catalog landing page, click the **Search** bar at the top of the screen.
   a. **Note:** Only suppliers with an asterisk (*) by their names, like University Stores, will return results from the search function. For suppliers without an asterisk, users will need to "punch out" directly to their catalog. Click on any supplier icon and the catalog will open in a new browser window.
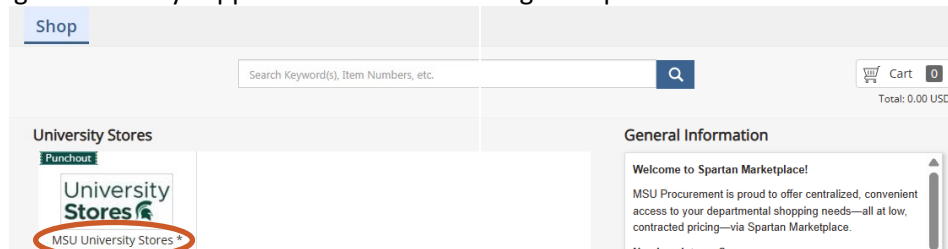
3. Enter a keyword or description for the desired item(s) and click **Enter**. Spartan Marketplace will return item(s) that match. The number of matches will also be displayed.

4. Select an item from the search results and press the **Connect** button to "punch out" to the supplier's website.
5. Within the supplier's website, you can add one or more items to your cart. Click **Checkout** or **Submit Cart** to bring items back into Spartan Marketplace.
   a. **Note**: Each supplier catalog has a different look but the concept of adding items to their cart and transferring it back to Spartan Marketplace is the same.
6. Users will be returned to the Spartan Marketplace catalog landing page. The Cart tab now displays the quantity of items that a user has added from a supplier catalog.

SMP-TUT07v01 | Release date: 12/15/25 | This document is uncontrolled when printed or saved.
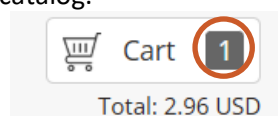
7. To edit the cart, click the **Cart** button.

    a. To change the quantity of items, edit the number in the quantity column and press the **Update** button.

    Quantity

    1

    Update

    b. To remove an item, hit the red **X** and click **Yes** on the resulting confirmation window.

    Subtotal (USD)

    2.96   ✖

8. Click **Checkout** to begin the final checkout process.

    Cart Summary

    Total Items in Cart: 1

    Number of Suppliers: 1

    Cart Total (USD):   2.96

    CHECKOUT