

## Spartan Marketplace Checkout Process

**Overview:** This job aid demonstrates how to perform the checkout process in Spartan Marketplace, including setting and or verifying Accounting, Deliver To, Ship To, and Organization information. Setting Deliver To, Accounting, and Org Favorites will save time and streamline the checkout process.

- Before placing an order on the Spartan Marketplace **Checkout** page, review the editable fields for each order. If you have established default favorites in your Spartan Marketplace profile, the corresponding field(s) will be auto-populated.
- The **Deliver To information** is the final delivery destination for the order, which will apply to all lines of an order. To edit the Deliver To information:

- Select a [Deliver To favorite address](#) from the **Select Deliver To** dropdown menu.



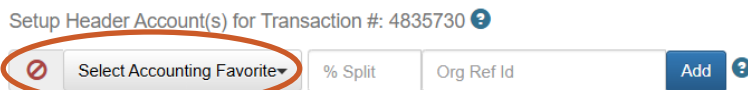
- To change or add a new address, select the **HERE** link.

 Need to customize your deliver to address lines? Click: [HERE](#)


- Ensure the **Deliver To – Attn** fields are accurate.

- Accounting information can be captured at either the header level (applies to all lines of the order) or at the line item level (unique accounts for each line item of the order).

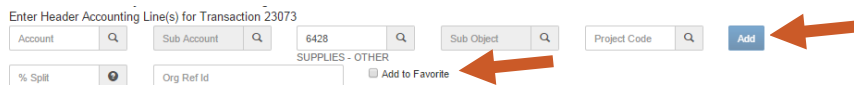
- Header Level:** Select an [Accounting favorite](#) from the **Select Accounting Favorite** dropdown menu. Set the **% Split** amount (must total 100% across all accounts being used) and click **Add**.



- Add a new account string for use at the header level by selecting the **HERE** link.

 Need to customize your header accounting lines? Click: [HERE](#)

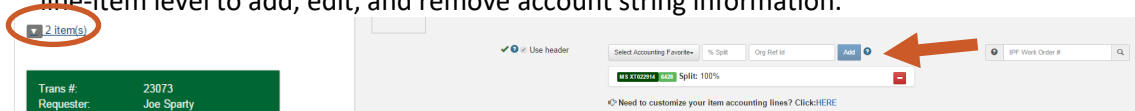
- After completing the account string fields, click **Add** to assign to the order. Optionally, you can select **Add to Favorite** to save the information for future use.



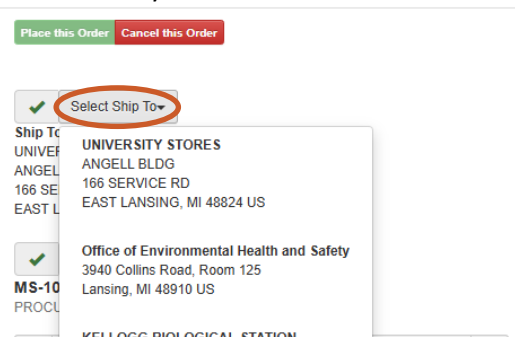
- Under the order details at the header level, Spartan Marketplace will display the accounting string validity status for each line items. A green checkmark indicates the Account Number(s) is valid and account distribution percentages total 100%. Invalid information will display as a red “no” symbol.

Item Accounting Status	
Item 1	✓
Item 1	✗

- Line-item Level:** To enter accounting information at the line-item level, click on the **Arrow and number of Items** link on the Checkout Page to expand all line items, and then follow the same instructions at the line-item level to add, edit, and remove account string information.



4. Set the ship to location for the order by clicking on the **Select Ship To** dropdown and selecting one of the available addresses.
  - a. **Note:** Spartan Marketplace defaults to University Stores at 166 Service Road, East Lansing, MI. The Ship To address cannot be changed for University Stores orders.



Place this Order Cancel this Order

Select Ship To

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

Office of Environmental Health and Safety  
3940 Collins Road, Room 125  
Lansing, MI 48910 US

MS-10  
PROCL

KELLOGG BIOLOGICAL STATION

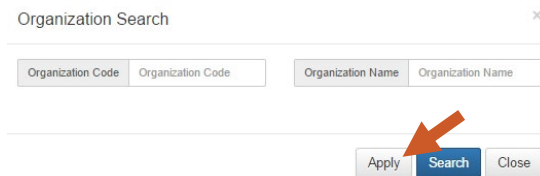
5. Set the organization code associated with an order by clicking on the **Select an Org for Order** dropdown arrow to display all [Org Codes saved in Profile Favorites](#).



Select an Org for Order

MS-10074704

- a. An organization code can be added in the Checkout screen by clicking on the magnifying glass. Enter search criteria into either field. Once the desired org code is selected, click on **Apply**.



Organization Search

Organization Code Organization Name

Apply Search Close

6. **IPF only:** Include a work order number following our [IPF Work Order tutorial](#).
7. Once the information has been verified, place the order(s) by selecting the **Place This Order** button or **Place All Orders** button.
  - a. **Note:** Multiple orders from multiple suppliers in the can be in the cart at once. A single order can be canceled by selecting the **Cancel This Order** button or, to cancel all orders, select the **Cancel All Orders** button.



Place All Orders Cancel All Orders

Place this Order Cancel this Order