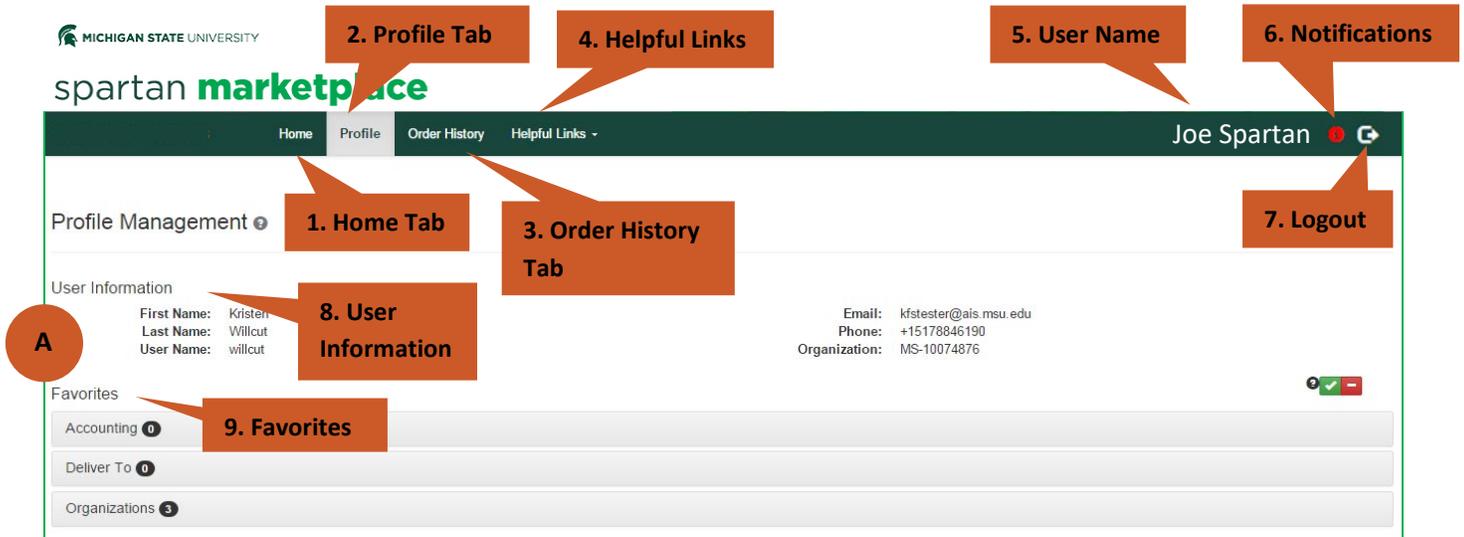




## Spartan Marketplace Profile Tab Navigation

**Overview:** This job aid demonstrates the various elements of the Spartan Marketplace Profile tab.



### A. Main Profile Tab

1. Home Tab	The Home Tab takes the user to the main landing page in Spartan Marketplace
2. Profile Tab	Current tab referenced with this Job Aid
3. Order History Tab	<p>Order History Tab allows the user to view their Spartan Marketplace Orders including:</p> <ul style="list-style-type: none"> <li>• Statuses</li> <li>• Transaction Number</li> <li>• Requisition Number</li> <li>• Purchase Order Number</li> <li>• Supplier</li> <li>• Total Amount</li> <li>• Create Date</li> </ul> <p>This tab is detailed further in the <b>Order History Tab Job Aid</b></p>
4. Helpful Links	<p>Provides user with useful links including:</p> <ul style="list-style-type: none"> <li>• Kuali Links: Action List, KFS, University Stores</li> <li>• University Procurement and Logistics (UPL) Link: UPL Home</li> </ul>
5. User Name	Displays the Spartan Marketplace user name
6. Notifications	Displays any Spartan Marketplace notifications associated with user – Number of pending or outstanding orders
7. Logout	Logs user out of Spartan Marketplace
8. User Information	Displays information associated with Spartan Marketplace user account. This information is not editable.
9. Favorites	User favorite attributes that can be stored to make the order process easier. This includes Accounting, Deliver To, and Organizations.



**10. Accounting Attributes**

**11. Add Functionality**

**B**

Account	Sub Account	Object Code	Sub Object	Project Code	Actions
AT022956		6428			-

B. Accounting Favorites	
<b>10. Accounting Attributes</b>	User can set Accounting information as a favorite. This includes: Account, Sub Account, Object, Sub Object, and Project Code. This information is validated in real-time to ensure accounting elements are valid. This accounting information can default for a user's order (if chosen). Multiple accounting favorites can be stored and one can be chosen as a default.
<b>11. Add Functionality</b>	Allows user to add the accounting string as a favorite (if all elements are valid)

**12. Deliver To Attributes**

**13. Action Buttons**

**C**

Delivery ID	Deliver To	Actions
10053	UNIVERSITY SERVICES 169 SERVICE RD , RM 123 EAST LANSING, MI 48824	-
10077	BERKEY HALL 509 E CIRCLE DR , RM 12B EAST LANSING, MI 48824	✓ -

C. Deliver To Favorites	
<b>12. Deliver To Attributes</b>	User can set Deliver To information as a favorite. This includes: Building Code, Room Number, Address Line 1 / 2, City, State, and Zip. This accounting information can default for a user's order (if chosen). Multiple Deliver To favorites can be stored and one can be chosen as a default.
<b>13. Action Buttons</b>	Allows user to set a specific Deliver To as a default with the green check and to delete a Deliver To with the red minus. The action button functionality is also found in the Accounting Information Favorite and Organizations Favorite.



### 14. Organizations Attributes

Organizations **1**

Chart MS    Org Code Org Code    Org Name Org Name    Add

Page size: 5    « < 1 > »

Chart	Org Code	Org Name	Actions
MS	10074363	UNIVERSITY STORES	<input checked="" type="checkbox"/> <input type="checkbox"/>

### D. Organizations Favorites

#### 14. Organizations Attributes

User can set Organization information as a favorite. This includes: Chart, Org Code, and Org Name. This Organization information can default for a user's order (if chosen). Multiple Organization favorites can be stored and one can be chosen as a default.