



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.



spartan marketplace

Home Profile Order History Helpful Links - Joe Sparty

Profile Management

User Information

First Name:	Joe	Email:	joesparty@msu.edu
Last Name:	Sparty	Phone:	517-355-1855
User Name:	joesparty	Organization:	MS-10074704

Favorites

- Accounting
- Deliver To
- Organizations

3. Enter all organization information including:
 - a. Org Code – required field
 - b. Org Name – optional field; Org Code must be entered first to populate this field
4. Use the **Organization Search** (magnifying glass) to look up an Org Code or Org Name. Spartan Marketplace will only display active organizations for selection.

Organizations

Chart MS

Org Code Org Code

Org Name Org Name

Add

No favorites here. Add your favorite things.

5. Click **Apply** once the desired account number is identified.

Organization Code	Organization Name
10074704	PURCHASING

Apply Search Close



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

The screenshot shows the 'Organizations' interface with a header 'Organizations 0'. Below the header are search filters for 'Chart' (MS), 'Org Code' (10074704), and 'Org Name' (PURCHASING). A blue 'Add' button is highlighted with a red arrow. Below the filters is a green message box that says 'No favorites here. Add your favorite things.'

7. The organization is now saved as a Favorite.

8. The Organization segment title displays a number that reflects the number of Organizations saved as Favorites.

9. The Action buttons provide the following functionality:

- a. Green check – allows user to set the default Organization for all orders placed in Spartan Marketplace
- b. Red minus – allows user to remove saved Organization under Favorites

The screenshot shows the 'Organizations' interface with a header 'Organizations 1'. Below the header are search filters for 'Chart' (MS), 'Org Code' (Org Code), and 'Org Name' (Org Name). A blue 'Add' button is visible. Below the filters is a 'Page size: 5' dropdown and a pagination control showing '1'. Below the pagination is a table with columns: Chart, Org Code, Org Name, and Actions. The table contains one row with values: MS, 10074704, PURCHASING. The 'Actions' column for this row contains a green checkmark and a red minus sign, with a red arrow pointing to the minus sign.