

Job Aids

Create a Cart in Spartan Marketplace

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

- 1. On the Spartan Marketplace catalog 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.

Menu		Hi Kristen 🗸 -esm
Shop		
	Search Keyword(s), Item Numbers, etc.	Q Cart 0
		Total: 0.00 USD
University Stores		General Information
Punchout UNIVERSITY STORES MSU University Stores >		Service Alerts HELP DESK: Until further notice, the best way to reach the Spartan Marketplace help desk is through email. Please send messages to spartmar@msu.edu. News

2. 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.

Menu				Hi Cherie 🗸 -esm
Shop				
	fan		२ 🛒 Cart	Total: 0.00 USD
Multiple Catalogs (Total 6	5672)			Sort By Relevance View
Preferred C	Fan box. 20" 3 speed. Steel white/gray b By: MSU University Stores Fan box. 20" 3 speed. Steel white/gray body & safety grille	Pedereed Pad Post-it neon pop-up. 3 x 3 fan fol By. MSU University Stores Pad Post-it neon pop-up. 3 x 3 fan fold. 2 each assorte	d	Dispenser Post-It note. 3 x 3 fan-fold no By: MSU University Stores Dispenser Post-It note. 3 x 3 fan-fold note pads. Weighted
	13.87 USD / EA	12.81 USD / PK		17.26 USD / EA
	Qty Connect	Qty Con	nect	Qty Connect

- 3. Select an item from the search results and press the Connect button to "punch out" to the supplier's website.
- 4. 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.
- 5. Users will be returned to the Spartan Marketplace Shop tab of the home page. The Cart tab now displays the quantity of items that a user has added from a supplier catalog.
 - a. To update the quantity of items, change the quantity (Qty) and press the Update button.
 - b. To remove an item, hit the red X.
- 6. Click **Checkout** to begin the final checkout process.

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