

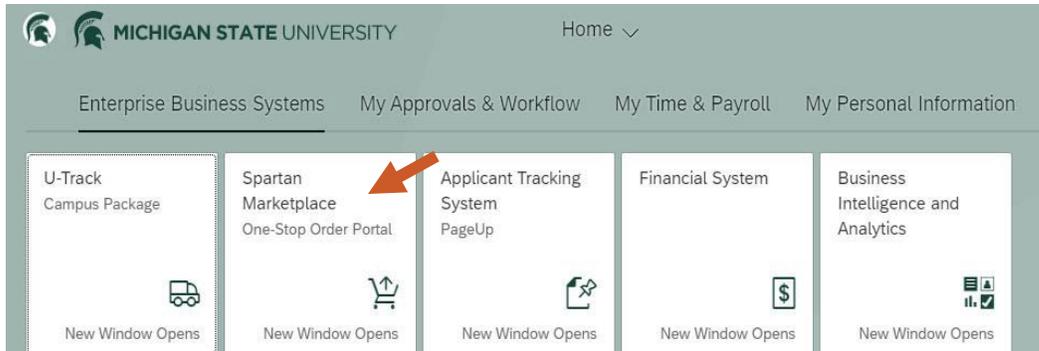


Access Spartan Marketplace

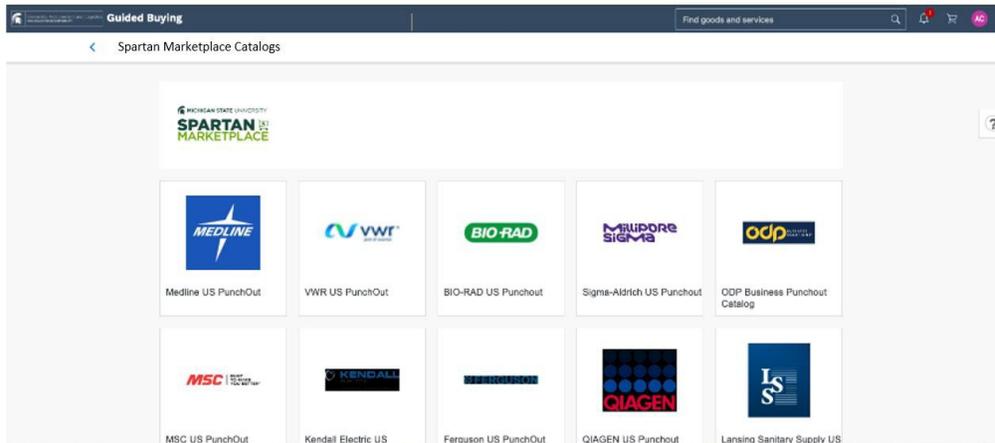
Overview: This job aid demonstrates the two ways users can access Spartan Marketplace, an e-procurement solution that provides the MSU community with a convenient and cost-effective way to buy items at contracted pricing

Accessing Spartan Marketplace directly

1. Log in to ebs.msu.edu.
2. Click the **Spartan Marketplace** tile.



3. Select the catalog you would like to punchout to for shopping.



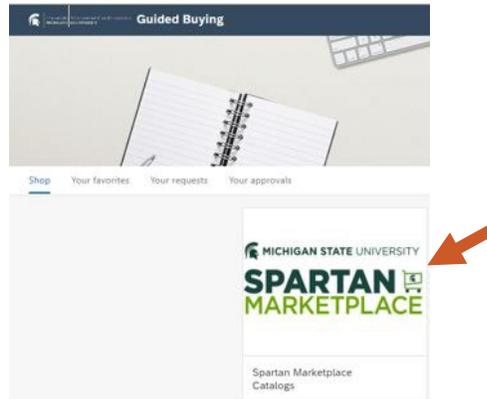
Accessing Spartan Marketplace through SAP Ariba – Guided Buying

1. Log in to ebs.msu.edu.
2. Click the **Procure-to-Pay System** tile.





3. Click on the **Spartan Marketplace** tile.



4. Select the catalog you would like to punchout to for shopping.

