

Job Aids

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 <u>ebs.msu.edu</u>.
- 2. Click the Spartan Marketplace tile.

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Enterprise Business Systems My Approvals & Workflow My Time & Payroll My Personal Informa								
	U-Track Campus Package	Spartan Marketplace One-Stop Order Portal	Applicant Tracking System PageUp	Financial System	Business Intelligence and Analytics			
	New Window Opens	کب New Window Opens	New Window Opens	\$ New Window Opens	E a II Z New Window Opens			

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

Guided B	uying	Find goods and services				@	
< Spartar	n Marketplace Catalogs						
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	MEDLINE		BIO RAD	SigMa			
	Medline US PunchOut	VWR US PunchOut	BIO-RAD US Punchout	Sigma-Aldrich US Punchout	ODP Business Punchout Catalog		
	MSC IS PunchOut	Kendall Flectric US	Ferouson US PunchOut		Lansing Sanitary Supply US		

Accessing Spartan Marketplace through SAP Ariba – Guided Buying

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



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If you have any questions, please contact Procurement at 517-355-0357 or <u>upl.procurement@msu.edu</u>.





3. Click on the Spartan Marketplace tile.



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

Guided Buying			Find goods and services				
< Spartar	n Marketplace Catalogs						
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	MEDLINE	₩vwr.	BIO RAD	Millipore Sigma			
	Medline US PunchOut	WWR US PunchOut	BIO-RAD US Punchout	Sigma-Aldrich US Punchout	ODP Business Punchout Catalog		
	MSC Riture	(KENDALL	8040200502402	QIAGEN	LS S		
	MSC US PunchOut	Kendall Electric US	Ferguson US PunchOut	QIAGEN US Punchout	Lansing Sanitary Supply US		

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