Overview: This job aid provides an overview of the Order History tab in Spartan Marketplace. The Order History tab allows users to view both submitted and unsubmitted orders, search for orders, and see order statuses. It also provides a direct link to the Finance System to view requisitions and purchase orders.

1. From the Home Page, navigate to the Order History Tab.
2. To search for orders, use the Search Order(s) functionality. Search using any of the following attributes:
   - Transaction Number
   - Deliver To
   - Supplier
   - Create Date
   - Requisition Number
   - Requisition Status
   - Purchase Order Number
   - Purchase Order Doc Number
   - Item Description
   - Account Number
   - Checkout Status
   - IPF Work Order Number
3. Enter an attribute and click on the magnifying glass or press enter. Orders that meet the search parameters will display.
4. Users can also sort the Order History display based on Transaction Number, Deliver To, Supplier, Total Amount, Create Date, Checkout Status, Requisition Number, Requisition Status, and Purchase Order Number.
5. Users can select how many orders display per page (5, 10, 20, 50 – the default view is 10) under Page size.

If you have any questions or need assistance, please contact Spartan Marketplace help desk at (517) 884-6177 or email us at spartmar@msu.edu
6. Users can select a specific Transaction number. When a specific transaction number is selected, a new window will appear that displays the Order History details.

7. Users can view a requisition for an order by selecting a document number under Requisition #. When a user clicks on the requisition number, they will be directed to the requisition document.

8. Users can view the purchase order by selecting a document number under Purchase Order # and clicking on it.

Tip: Note that Order History only contains orders or transactions that are specific to that user’s account. A user cannot see someone else’s orders or transactions under Order History.