Setting Deliver To Favorites in Spartan Marketplace

Overview: This job aid demonstrates setting up Deliver To Favorites in Spartan Marketplace. Establishing Favorites will help streamline the ordering process. Users may set up multiple Deliver To addresses with the ability to select and default to a specific one.

1. From the Home Page, navigate to the Profile.

2. Under the Favorites section, click on the Deliver To segment.

3. Enter all Deliver To information including:
   - Building – searching for Building can be performed via Build Code and or Building Name. Once a building is selected, the Address Line 1, 2, City, State and Zip are automatically populated.
   - Room Number
   - Line 1
   - Line 2
   - City
   - State
   - Zip

4. Click Add once all information has been entered.

If you have any questions or need assistance, please contact the Spartan Marketplace help desk at (517) 884-6177 or email us at spartmar@msu.edu
5. The Deliver To address is now saved as a Favorite.
6. The Deliver To segment title displays a number that reflects the number of addressess saved as Favorites.
7. The Action buttons provide the following functionality:
   - Green check – allows user to set the default Deliver To address for all orders placed in Spartan Marketplace
   - Red minus – allows user to remove saved Organization under Favorites
8. To add additional Deliver To addresses under Favorites, start from Step 3 of this job aid.

Tip: Note that only one Deliver To address can be used per order. Separate orders must be placed to have orders delivered to multiple locations.