Overview: This job aid demonstrates how to create a cart in Spartan Marketplace—including searching for items and accessing supplier catalogs to retrieve and add them to the cart.

1. From the Home Page, navigate to the Search Keyword(s), Item Numbers, etc. search bar.
2. Enter in a keyword or description for the desired item(s) and press the Go button or hit Enter.
   Note: Suppliers with an asterisk (*) by their names have the ability to return results after typing keywords into the search bar. For suppliers without this ability, 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. Proceed to Step 5.
3. Once a keyword (i.e. ‘toner’) has been entered, Spartan Marketplace will return item(s) that match. The number of matches will also be displayed.
4. To begin the process of adding an item to the cart, press the Connect button to “punch-out” to the supplier’s website and item page.
5. Within the supplier’s website, you can add your original searched item along with any additional items to the supplier’s cart. You then transfer or submit the supplier’s cart to bring items back into Spartan Marketplace.
   Note: Each supplier catalog look and feel is different but the overall concept of adding items to their cart and submitting/transferring back to the Spartan Marketplace is the same.

If you have any questions or need assistance, please contact Spartan Marketplace Support at 884-6177 or email us at spartmar@msu.edu
6. Users will be returned the Spartan Marketplace Shop Tab of the Home Page. The Cart Tab now displays the number of items that a user has added from a supplier catalog. **Note:** This number represents quantity of items.

7. Display the Cart and all item(s) added from the Supplier catalog(s) by clicking the Cart Tab.
8. To update the quantity of items, change the Qty number and pressing the Update button. **Note:** Quantity is the only item attribute that a user can change. To remove an item, hit the Delete button.
9. To submit this Cart for Checkout, click on the Continue button. **Note:** The Convert Cart to 1 transaction(s) reflects the number of orders that will be generated based on the items in the cart. If a cart has multiple items from varying suppliers, the cart will convert to multiple transactions. Each supplier translates to a unique transaction.

**Tip:** Users can logout of Spartan Marketplace and their items will still be in the Cart the next time they login.