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. Users can search for orders using various attributes. The tab also allows users to see order statuses and 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
   - Item Description
   - Account Number
   - Purchase Order Number
   - Purchase Order Doc 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 also 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 Support at 884-6177 or email us at spartmar@msu.edu
6. Users can select a specific Transaction #. 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 also view purchase order for an order by selecting a document number under Purchase Order #. When a user clicks on the purchase order number, they will be directed to the purchase order document.

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.