Overview: This job aid demonstrates how to create a cart in Spartan Marketplace.

1. To perform a search: From the Home page, navigate to the Search Keyword(s), Item Numbers, etc. search bar.
2. Enter a keyword or description for the desired item(s) and hit Enter. Spartan Marketplace will return item(s) that match. The number of matches will also be displayed.
   **Note:** Suppliers with an asterisk (*) by their names will 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.

3. Select an item from the search results and press the Connect button to “punch out” to the supplier’s website.

If you have any questions or need assistance, please contact Spartan Marketplace Support at 884-6177 or email us at spartmar@msu.edu
4. Within the supplier’s website, you can add one or more items to your cart. Click **Checkout** or **Submit Cart** to bring items back into Spartan Marketplace.

   **Note:** Each supplier catalog has a different look but the concept of adding items to their cart and transferring it back to Spartan Marketplace is the same.

5. Users will be returned to the Spartan Marketplace **Shop** tab of the home page. The **Cart** tab now displays the quantity of items that a user has added from a supplier catalog.

6. To update the quantity of items, change the **Qty** number and press the **Update** button.

   **Note:** Quantity is the only attribute that a user can change. To remove an item, hit the **red X**.

7. Click **Checkout** to begin the final checkout process.

**Tip:** After logging out of Spartan Marketplace, items will remain in the user’s cart for two weeks.