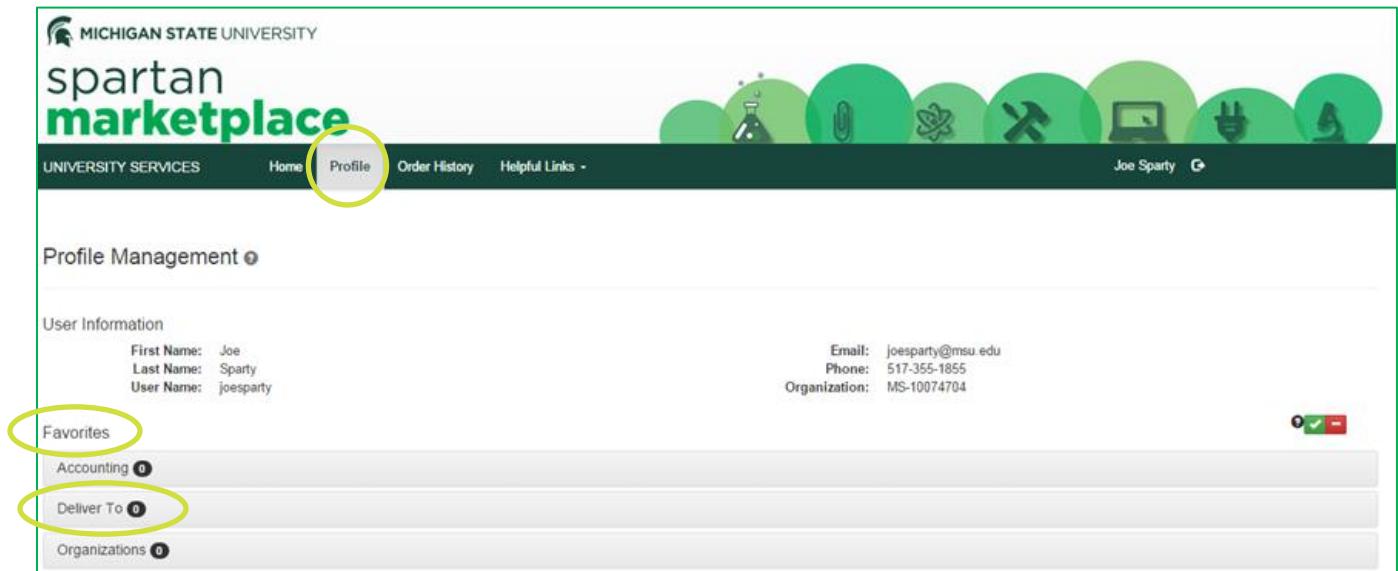


Overview: This job aid demonstrates setting up Deliver To Favorites in Spartan Marketplace. Establishing Favorites will help streamline the ordering process. User may set up multiple Deliver To addresses with the ability to select and default to a specific one.

Setting up Deliver To Address Favorites



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

Deliver To 0

Building 0088 Room 112 Add

UNIVERSITY SERVICES null-CENTRAL COMPUTER/TELECOM ROOM

Line 1 169 SERVICE RD

Line 2 Address Line 2

City EAST LANSING State MI Zip 48824

No favorites here. Add your favorite things.

4. Click on **Add** once all information has been entered.

Deliver To 1

Building Bldg Code Room Room Number Add

Line 1 Address Line 1

Line 2 Address Line 2

City City State AK Zip Zip

Page size: 5

Delivery ID	Deliver To	Actions
12092	UNIVERSITY SERVICES 169 SERVICE RD , RM 112 EAST LANSING, MI 48824	<input checked="" type="checkbox"/> <input type="checkbox"/>

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 addresses saved as Favorites.
7. The Action buttons provide the following functionality:
 - Green Checkmark – allows user to set address as default Deliver To address for all orders placed in Spartan Marketplace
 - Red Subtract – allows user to remove saved Deliver To address under Favorites
8. To add additional Deliver To addresses under Favorites, start from Step 3 of this reference guide.

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.