

The screenshot shows the Spartan Marketplace Home page with the following callouts:

- 1. Home Tab**: Points to the 'Home' tab in the navigation bar.
- 2. Profile Tab**: Points to the 'Profile' tab in the navigation bar.
- 3. Order History Tab**: Points to the 'Order History' tab in the navigation bar.
- 4. Helpful Links**: Points to the 'Helpful Links' tab in the navigation bar.
- 5. User Name**: Points to the user name 'Kristen Willcut' in the top right corner.
- 6. Notifications**: Points to the notification icon in the top right corner.
- 7. Logout**: Points to the 'log out' link in the top right corner.
- 8. Shop**: Points to the 'shop' button in the main navigation area.
- 9. Cart**: Points to the 'cart (0)' button in the main navigation area.
- 10. Quick Search**: Points to the search input field.
- 11. Announcements**: Points to the 'Welcome to Spartan Marketplace' section.
- 12. Supplier Catalogs**: Points to the 'IT Supplies' section, which includes logos for CDWG, Dell, Inc., Fisher Scientific, Sigma-Aldrich, Life Technologies, VWR International, Wesco Distribution, Inc., Galloup, and Grainger.

Details on next page ->

1. Home Tab	Current tab referenced with this Job Aid
2. Profile Tab	Profile Tab allows user to manage profile including setting Favorites for Accounting, Deliver To, and Organization Attributes. This tab is detailed further in the <b><i>Profile Tab Navigation Job Aid</i></b> .
3. Order History Tab	<p>Order History Tab allows the user to view their Spartan Marketplace orders including:</p> <ul style="list-style-type: none"> <li>• Statuses</li> <li>• Transaction Number</li> <li>• Requisition Number</li> <li>• Purchase Order Number</li> <li>• Supplier</li> <li>• Total Amount</li> <li>• Create Date</li> </ul> <p>This tab is detailed further in the <b><i>Order History Tab Job Aid</i></b>.</p>
4. Helpful Links	<p>Provides user with useful links including:</p> <ul style="list-style-type: none"> <li>• Quali Links: Action List, KFS, University Stores</li> <li>• University Services Link: University Services Home</li> </ul>
5. User Name	Displays the Spartan Marketplace user name
6. Notifications	Displays any Spartan Marketplace notifications associated with user —number of pending or outstanding orders
7. Logout	Logs user out of Spartan Marketplace
8. Shop	Tab that provides user access to search and order from Supplier Catalogs in Spartan Marketplace. This is the default view upon entering Spartan Marketplace.
9. Cart	Tab that shows all item(s) user currently has selected from Supplier Catalogs. It also displays the current number of items in the cart. If a number does not exist next to the word Cart then the cart is empty.
10. Quick Search	Start a quick search for items in Spartan Marketplace. Results are shown based on the keywords used. Note: not all Supplier Catalogs will be searchable with the Quick Search functionality. User may need to access certain Supplier Catalogs in order to search for items.
11. Announcements	Provides important information such as upcoming dates, information about new catalogs, updates to processes, and more
12. Supplier Catalogs	Access Supplier Catalogs via the icons. User will access or “punch out” to the Supplier’s website to shop for items. Users then return to Spartan Marketplace with your items in the Cart.