Use Favorites

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Add Favorites Folders

1. If you purchase the same type of items/services often organize them by creating favorites folders.

2. From the menu, above the Search area, click Favorites.

3. Click Add New and choose Top level personal folder or Subfolder of selected folder (must click on previously created top level folder name first).

4. Enter the name of your folder and a description if you wish, then click Save Changes. See examples.

Example shown: There are 3 personal folders.

Other Examples:
• By type of products (i.e. books or paper)
• By Supplier (i.e. WB Mason)
• By account code (i.e. office supplies)
Add catalog items to your favorites

1. If you purchase the same item often, add to your favorites so you do not have to search for it again.

2. **Hosted Catalogs** – Search for the desired item in the **Search bar** and click 💟. In shopping search results, click ❤️ to add that item as a favorite.

3. The **Add Favorite** box will open. Within this box you can add details to your selection and click on name of the personal folder where you want the item saved. To save, click **Save Changes**.

4. At the top of the screen the 💟 will display at the top right side of the screen, and the item favorite will display with the ❤️.

5. **Punch-out Catalogs** - Do not add favorites in E-Market because the prices on the supplier’s site are frequently updated and then the price in your favorites would be incorrect. Instead, add your favorites on the supplier’s punch-out site.
Add forms to your favorites

1. If you purchase the same item not available on a catalog or a service often, add the Non-Catalog Supplier form to your favorites so you do not have re-enter.

2. Enter PO Order Form located in the Non Catalog Suppliers/New Suppliers section of the menu and when finished, choose Add and go to Active Cart, then click Go.

3. Within the form click on the... A dropdown opens. Click Add to Favorites. Then follow same step under Hosted Catalogs to choose folder and save.

Order from your favorites

1. From menu, above the Search bar, click favorites.

2. Click the folder where you have the item you want to order.
3. The items you have previously saved in the folder will be listed.

4. For catalog items, type the quantity you want to order this time and click Add to Cart.

5. For a form, click View Form, the form will open.
   - Type the quantity you want to order this time, change the unit price (if it has changed) and then click Go. Your form will be added and you will be brought to your cart.

6. Checkout as you normally would.