Use Favorites

Contents
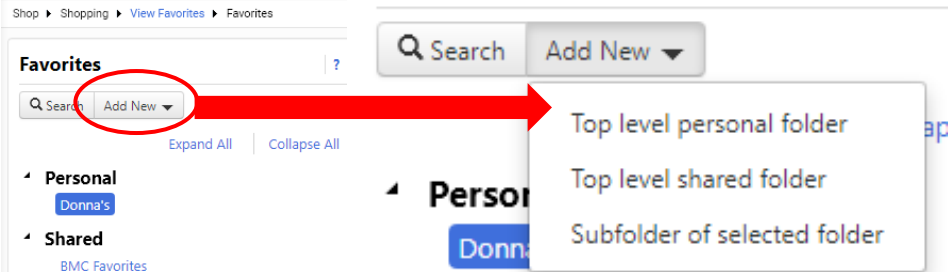
Add Favorites Folders

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

2. From 🏠 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).

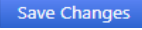4. Enter the name of your folder and a description if you wish, then click [Save Changes]. See examples.

Example shown: There are 3 personal folders.

Other Examples:
*   By type of products (i.e., books or paper)
*   By Supplier (i.e., ODP/Office Depot)
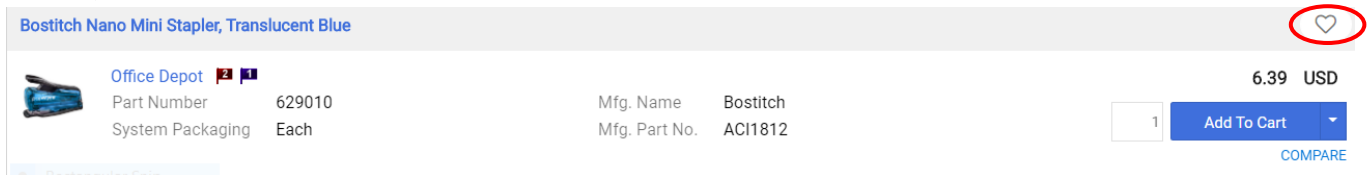*   By account code (i.e., office supplies)

Use Favorites

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. <u>Hosted Catalogs</u> – Search for the desired item in the *Search bar* and click [🔍]. In shopping search results, click ♡ to add that item as a favorite.
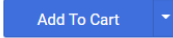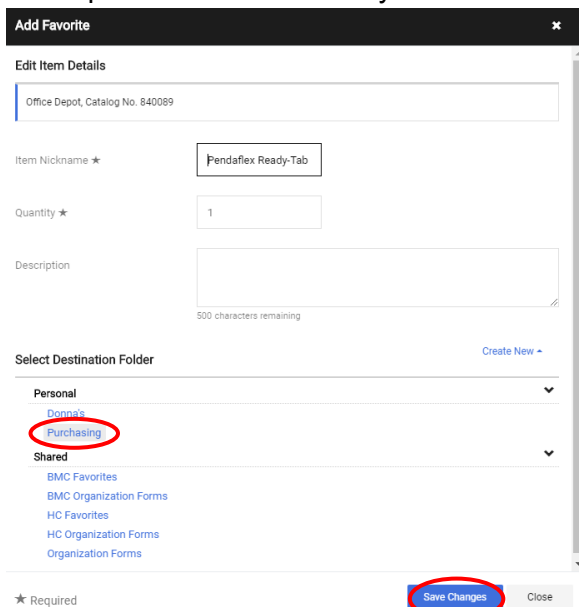
Bostitch Nano Mini Stapler, Translucent Blue   ♡

Office Depot **2** **1**   6.39 USD
Part Number   629010   Mfg. Name   Bostitch
System Packaging   Each   Mfg. Part No. ACI1812   [1] [Add To Cart ▾]
                                                                        COMPARE

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].

Add Favorite ✕

Edit Item Details

Office Depot, Catalog No. 840089

Item Nickname ★   [Pendaflex Ready-Tab]

Quantity ★   [1]

Description   [   ]
                     500 characters remaining

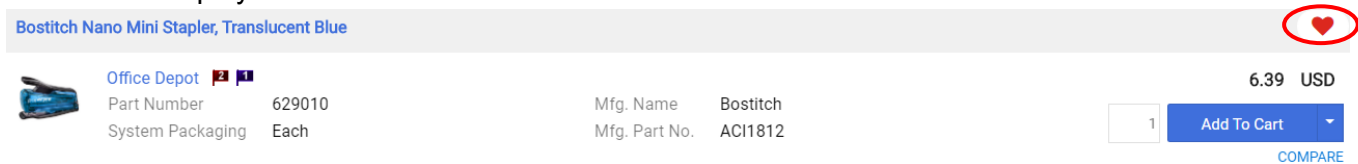Select Destination Folder   Create New ▴

Personal   ⌄
  Donna's
  Purchasing
Shared   ⌄
  BMC Favorites
  BMC Organization Forms
  HC Favorites
  HC Organization Forms
  Organization Forms

★ Required   [Save Changes] [Close]

4. At the top of the screen the ✔ SUCCESS / Successfully added to Favorites will display at the top right side of the screen, and the item favorite will display with the ❤.
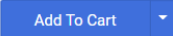
Bostitch Nano Mini Stapler, Translucent Blue   ❤

Office Depot **2** **1**   6.39 USD
Part Number   629010   Mfg. Name   Bostitch
System Packaging   Each   Mfg. Part No. ACI1812   [1] [Add To Cart ▾]
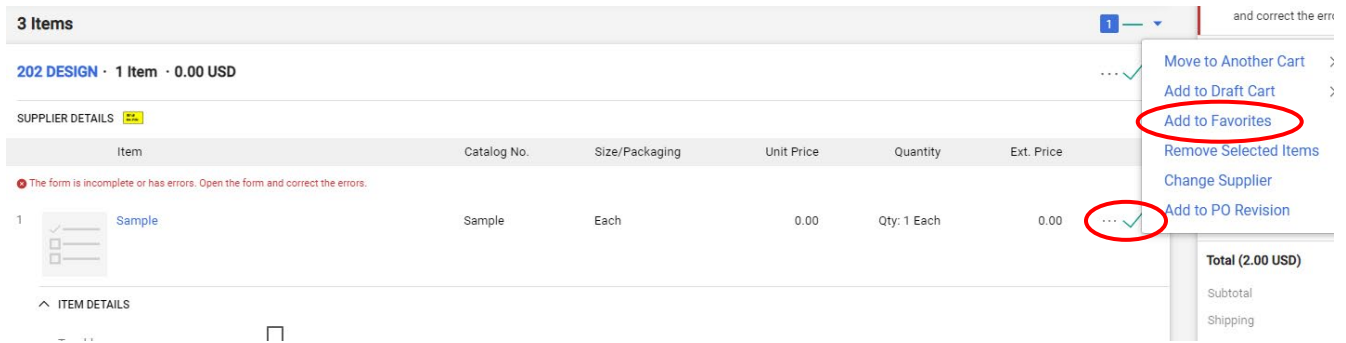   COMPARE

5. <u>Punch-out Catalogs</u> - 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.

Use Favorites

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 ☐ to the right to add a check mark. Then click on the three dots ⋯ ✓ . A dropdown opens. Click *Add to Favorites*. Then follow same step under Hosted Catalogs to choose folder and save.
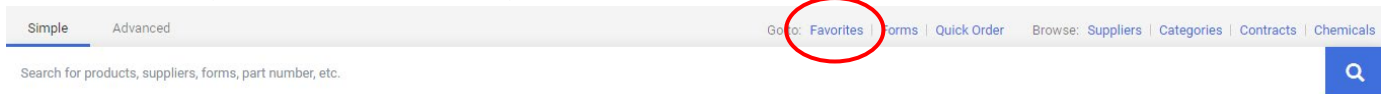
Order from your favorites
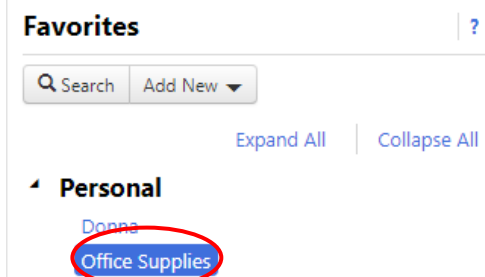
1. From 🏠 menu, above the *Search* bar, click *favorites*.

2. Click the folder where you have the item you want to order.

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
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 **Add And Go To Active Cart**. Your form will be added, and you will be brought to your cart.

6. Checkout as you normally would.