

# Use Favorites

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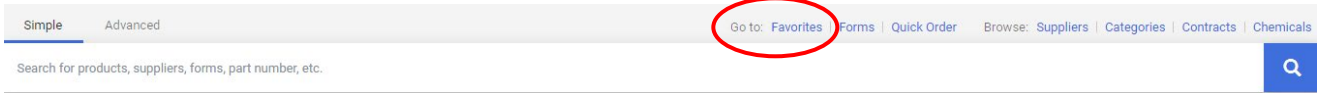
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
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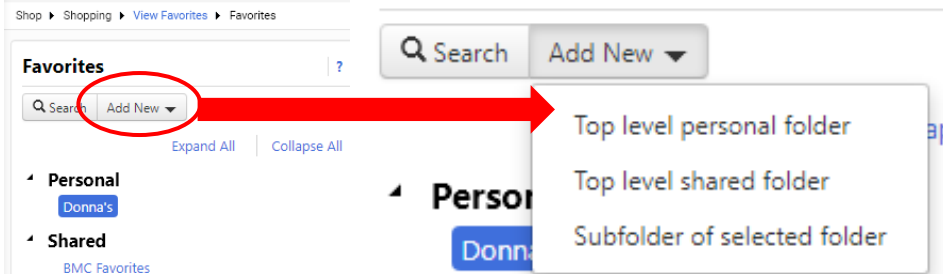
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## Add Favorites Folders

1. If you purchase the same type of items/services often organize them by creating favorites folders.
2. From  menu, above the *Search* area, click *Favorites*.



3. Click  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 . See examples.

### Create Personal Folder

Name \*

Description   
202 characters remaining

Required  

**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)

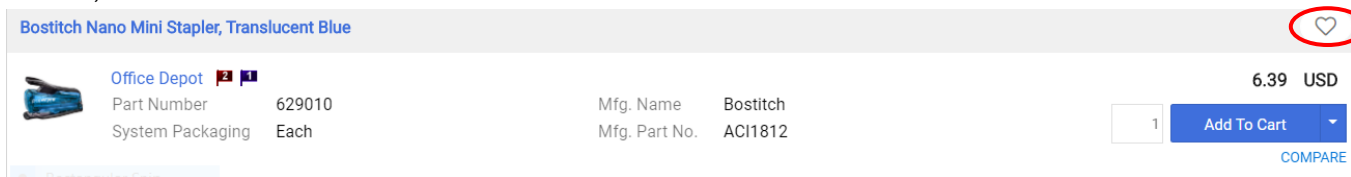
**Personal**


- Agilent
- Chemicals
- Gases




## 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. 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.

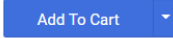




Bostitch Nano Mini Stapler, Translucent Blue 

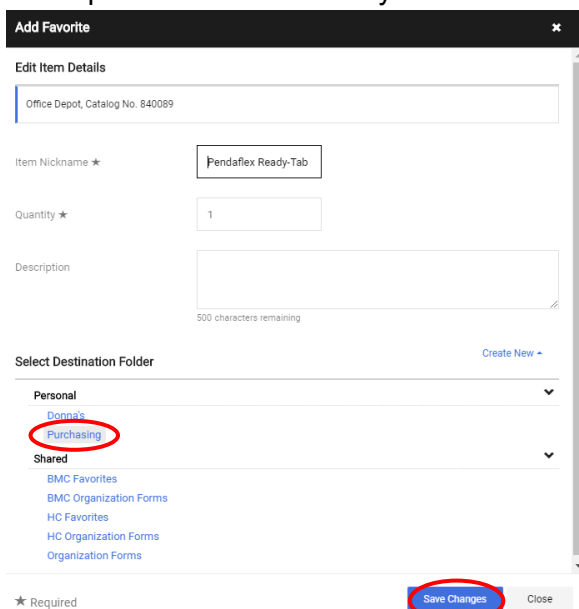
Office Depot    6.39 USD


Part Number 629010 Mfg. Name Bostitch

System Packaging Each Mfg. Part No. ACI1812

1  


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 .




**Add Favorite** 


**Edit Item Details**


Office Depot, Catalog No. 840089


Item Nickname  \*


Quantity  \*

Description   
500 characters remaining




**Select Destination Folder** 



**Personal** 

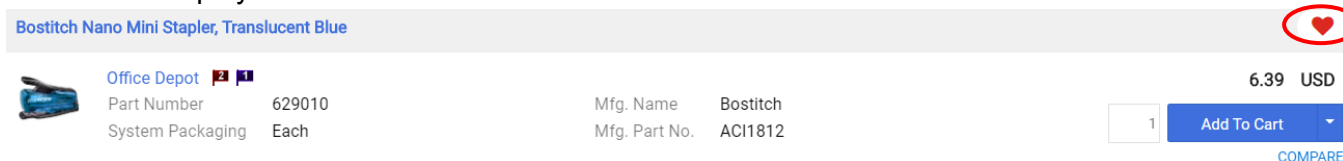
- Donna's
- Purchasing** 


**Shared** 




- BMC Favorites
- BMC Organization Forms
- HC Favorites
- HC Organization Forms
- Organization Forms

 Required  

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 .

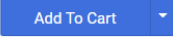



Bostitch Nano Mini Stapler, Translucent Blue 

Office Depot    6.39 USD

Part Number 629010 Mfg. Name Bostitch



System Packaging Each Mfg. Part No. ACI1812

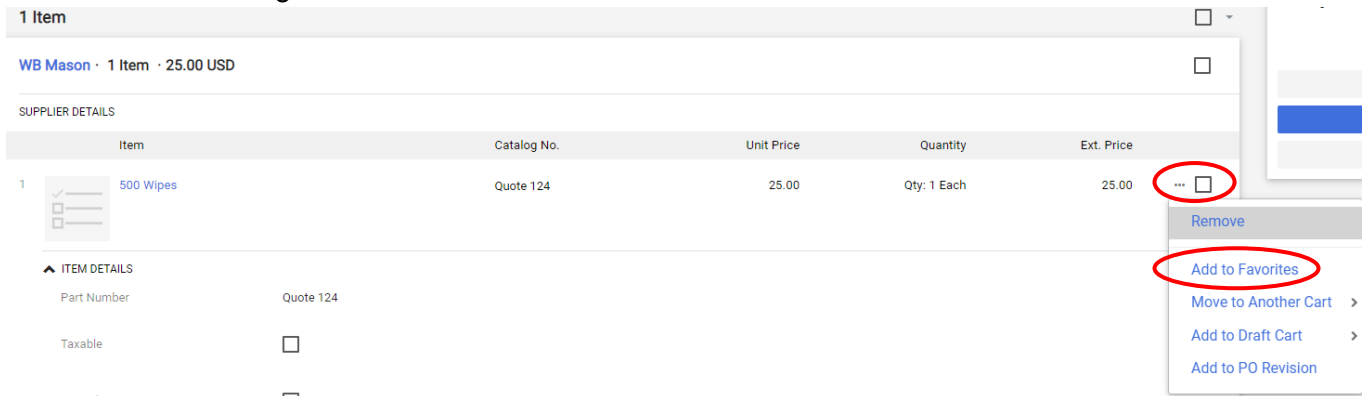
1  

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.

## 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 . A dropdown opens. Click *Add to Favorites*. Then follow same step under Hosted Catalogs to choose folder and save.



1 Item

WB Mason · 1 Item · 25.00 USD

SUPPLIER DETAILS

Item	Catalog No.	Unit Price	Quantity	Ext. Price
1 500 Wipes	Quote 124	25.00	Qty: 1 Each	25.00

ITEM DETAILS

Part Number: Quote 124

Taxable:

Capital Expense:

Remove


Add to Favorites

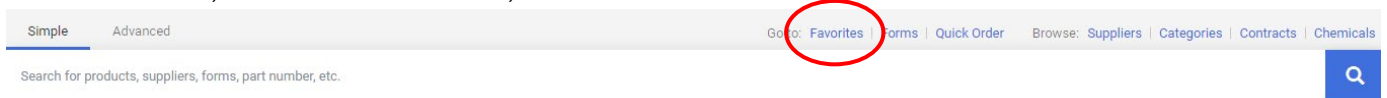
Move to Another Cart >

Add to Draft Cart >

Add to PO Revision

### Order from your favorites

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

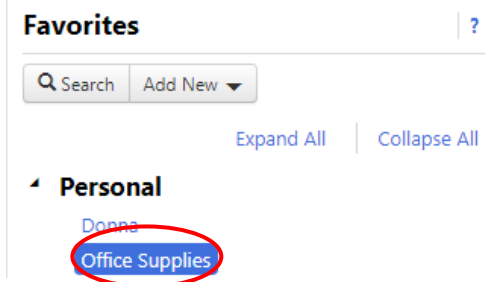


Simple Advanced

Go to: **Favorites** Forms | Quick Order Browse: Suppliers | Categories | Contracts | Chemicals

Search for products, suppliers, forms, part number, etc.

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



**Favorites** ?

Search Add New

Expand All Collapse All

Personal

Donna

Office Supplies

## Use Favorites








3. The items you have previously saved in the folder will be listed.

### Office Supplies

Folder Actions ▾ ?

Display items that are no longer available

Actions for Selected Favorites ▾

no image available	<p><b>5 gallon bottle</b> from MAIN LINE SPRING WATER</p> <p>Part Number 1234</p> 	<p>10.95 USD</p> <p>Each</p> <p><a href="#">View Form</a></p> <p><a href="#">Edit</a>   <a href="#">Move</a>   <a href="#">Copy</a>   <a href="#">Delete</a></p>
	<p><b>Office Depot Brand Steno Books, 6in x 9in, Gregg Ruled, 70 Sheets, Greentint, Pack Of 12</b> from Office Depot</p> <p>Part Number 307389</p> <p>Manufacturer Info 99470 - (Office Depot)</p> 	<p>6.29 USD</p> <p>Free Shipping over 0.00 USD</p> <p>Dozen</p> <p>★ <input type="text" value="1"/> <a href="#">Add to Cart</a></p> <p><a href="#">Edit</a>   <a href="#">Move</a>   <a href="#">Copy</a>   <a href="#">Delete</a></p>
	<p><b>PEN, GEL, RET, 0.7MM, BK</b> from WB Mason</p> <p>Part Number ZEB41311</p> <p>Manufacturer Info 41311 - (Zebra)</p> 	<p>2.75 USD</p> <p>Each</p> <p>★ <input type="text" value="1"/> <a href="#">Add to Cart</a></p> <p><a href="#">Edit</a>   <a href="#">Move</a>   <a href="#">Copy</a>   <a href="#">Delete</a></p>
	<p><b>PEN, GKNOCK, GEL, BE</b> from WB Mason</p> <p>Part Number PIL31507</p> <p>Manufacturer Info 31507 - (Pilot)</p> 	<p>19.98 USD</p> <p>Dozen</p> <p>★ <input type="text" value="1"/> <a href="#">Add to Cart</a></p> <p><a href="#">Edit</a>   <a href="#">Move</a>   <a href="#">Copy</a>   <a href="#">Delete</a></p>

Example shown: There is 1 form and 3 items from hosted catalogs.

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.