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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, below Shop 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.

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 **Shop** search bar and click **Go**. In shopping search results, click **add favorite** for that item.

3. Click on name of the personal folder where you want the item saved, then click **Save Changes** and if saved correctly you will then receive a Success message at the top of the screen.

4. **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 **Home** menu and when finished, choose **Add and go to Active Cart**, then click **Go**.
3. Click **More Actions** and from the dropdown **Add to Favorites**. Then follow same step under Hosted Catalogs to choose folder and save.

Order from your favorites

1. From **menu**, below **Shop area**, 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.

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.