4A: Working with Favorites Lists in the Punchout Site for Innovative Office Solutions
Goal:

Learn how to add products to a “favorites” list on the Innovative Office Solutions U Market punchout site.

Why? It will be quicker and easier to re-order your most common items on future orders.

Steps:

1. Log into U Market.
   Navigate to the Innovative Office Solutions punchout site.

2. Once in the Innovative U Market punchout, use the search window to find your product.
   With the product description open, select add to favorites.
A new window will open. Here your choices are to **Add Items To** [an existing] **Favorites List**, or **Create New Favorites List**.

To create a new favorites list, simply name your list in the **Favorites List Name** window and give it a description in the **Favorites List Description** window.

When you are finished, select create and add items to favorites.

A confirmation message will appear.

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Once complete, you can find your **Favorites Lists** in the upper right corner of the shopping screen in the Innovative Office Solutions punchout site.
5 After selecting Favorites Lists, your current array of lists will open. Select the list which you would like to use.

6 Your list items will populate the screen. You can then add them to your cart for checkout.