

quick reference guide

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.

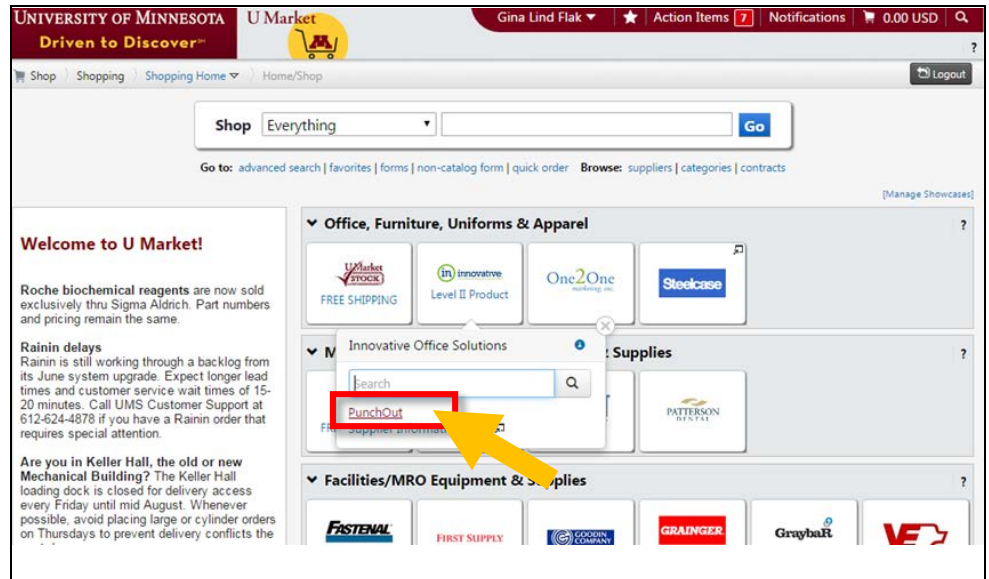
Why? It will be quicker and easier to re-order your most common items on future orders.

Steps:

1

Log into U Market.

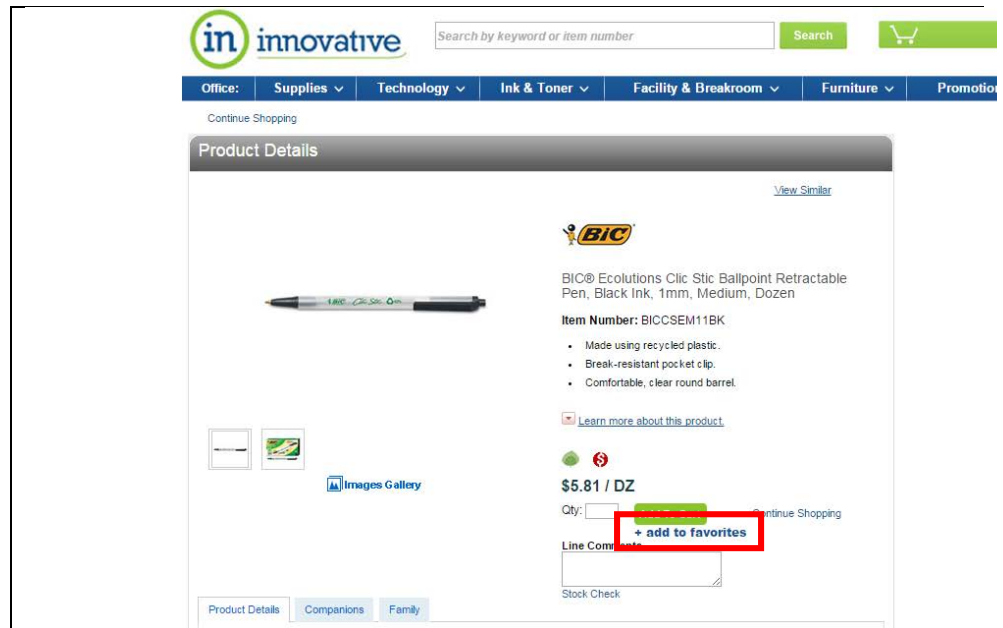
Navigate to the Innovative Office Solutions punchout site.



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](#).



3

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.

The screenshot shows two forms for managing favorites lists. The top form, titled "Add Items To Favorites List", contains a dropdown menu labeled "Select:" with "Mike" selected, and two buttons: "+ add to favorites" and "- cancel". Below this is the word "OR". The bottom form, titled "Create New Favorites List", contains two text input fields: "Favorites List Name:" with "Electrical Engineering" entered, and "Favorites List Description:" with "Office Supplies" entered. Below these fields are two buttons: "+ create and add items to favorites" and "- cancel".

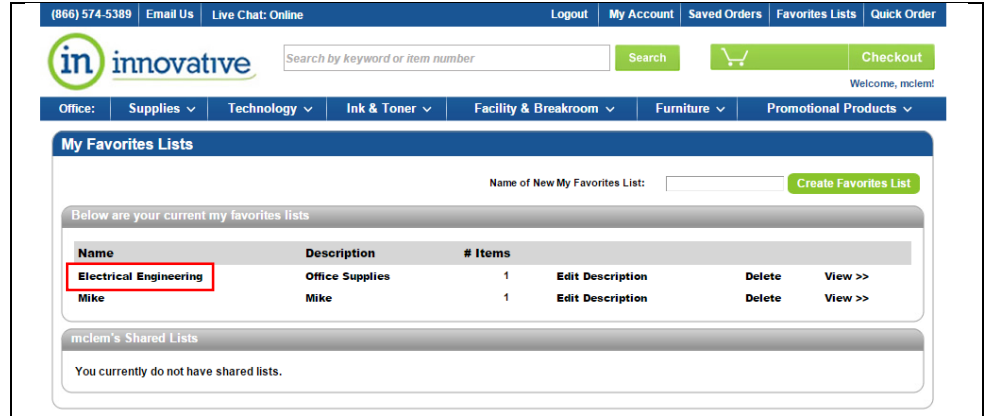
4

Once complete, you can find your [Favorites Lists](#) in the upper right corner of the shopping screen in the Innovative Office Solutions punchout site.

The screenshot shows the header of the Innovative Office Solutions punchout site. At the top, there is a navigation bar with links for "(866) 574-5389", "Email Us", "Live Chat: Online", "Logout", "My Account", "Saved Orders", "Favorites Lists" (highlighted with a red box), and "Quick Order". Below this is the "in innovative" logo, a search bar with the placeholder "Search by keyword or item number", a "Search" button, a shopping cart icon, and a "Checkout" button. A "Welcome, mclent" message is displayed on the right. Below the navigation bar is a horizontal menu with dropdowns for "Office:", "Supplies", "Technology", "Ink & Toner", "Facility & Breakroom", "Furniture", and "Promotional Products". A "Continue Shopping" link is visible at the bottom of the header area.

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.

