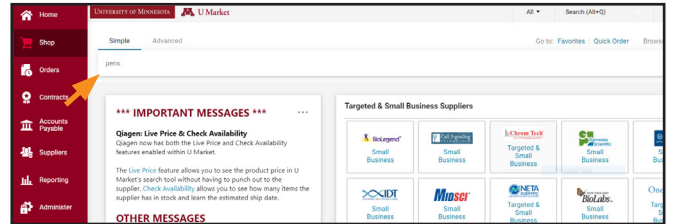


OPTION #1 - HOSTED SUPPLIERS

If a supplier is “hosted” that means you can add their items directly to your cart within the U Market search tool without having to punchout to their site. See below for an example how to use favorites with a hosted supplier.

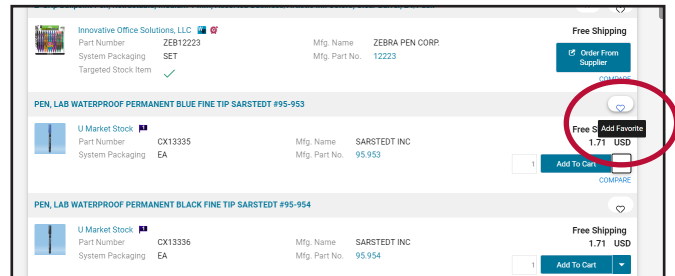
1 After logging into U Market, try searching for an item using the search bar at the top.

For example, let’s search for “pens.”



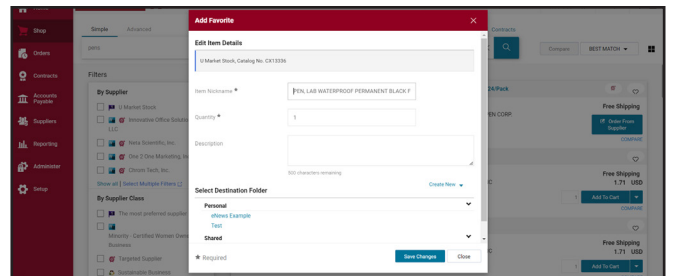
2 On the search results page, you’ll know the item comes from a hosted supplier if you see an “Add to Cart” button.

To add an item to your favorites, click the “heart icon” next to the item.

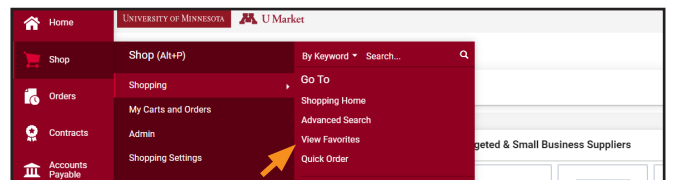


3 A screen will pop up where you can give the product a nickname, add a description, etc.

You can also add the item to various folders to keep your favorites organized.

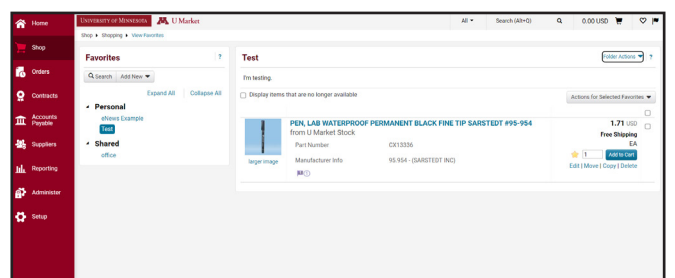


4 To view your favorites, hover over the “Shop” icon on the left sidebar then click “Shopping” > “View Favorites.”



5 On the favorites page, you can easily reorder items by adding them to your cart.

Or, you can move products to different folders, edit their details or delete them for your list entirely!

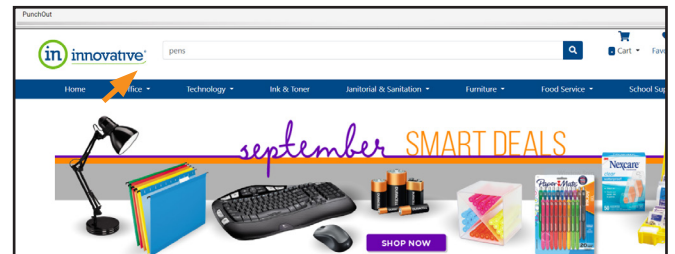


OPTION #2 - PUNCHOUT SUPPLIERS

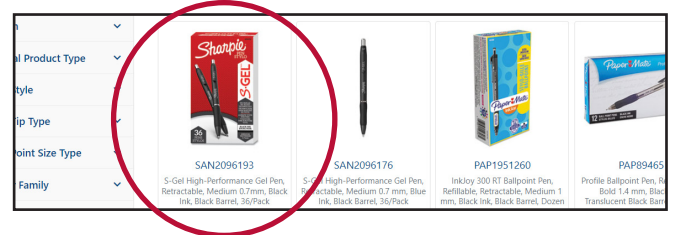
Many U Market punchouts offer a “favorite list” to help you reorder items. The feature varies by supplier, but the concept is simple. Just find the item you’re looking for and then click on a button that says something like, “Add to List.”

See below for a quick example of how a favorites list works on Innovative Office’s punchout.

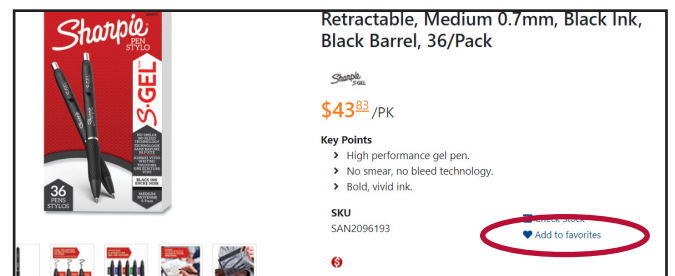
1 After logging into U Market, punchout to Innovative Office’s website. Then search for “pens” using the search bar at the top of the page.



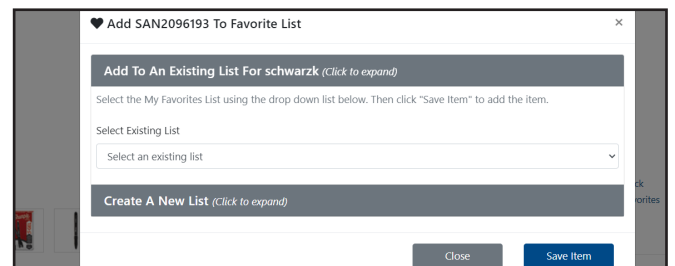
2 On the search results page, click on the item you want.



3 On the product information page, click on the “Add to Favorites” button underneath the product description.



4 A window will pop up asking whether you want to save the item to an existing list or create a new list.



5 To revisit which items you’ve added to your favorites lists, just click the “Favorites” button on the upper-right corner of any page.

