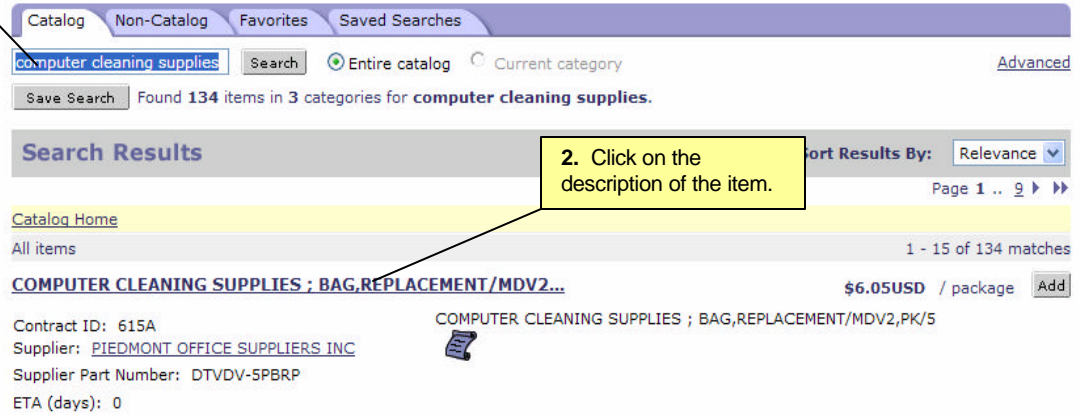


Catalog Items – Favorites List

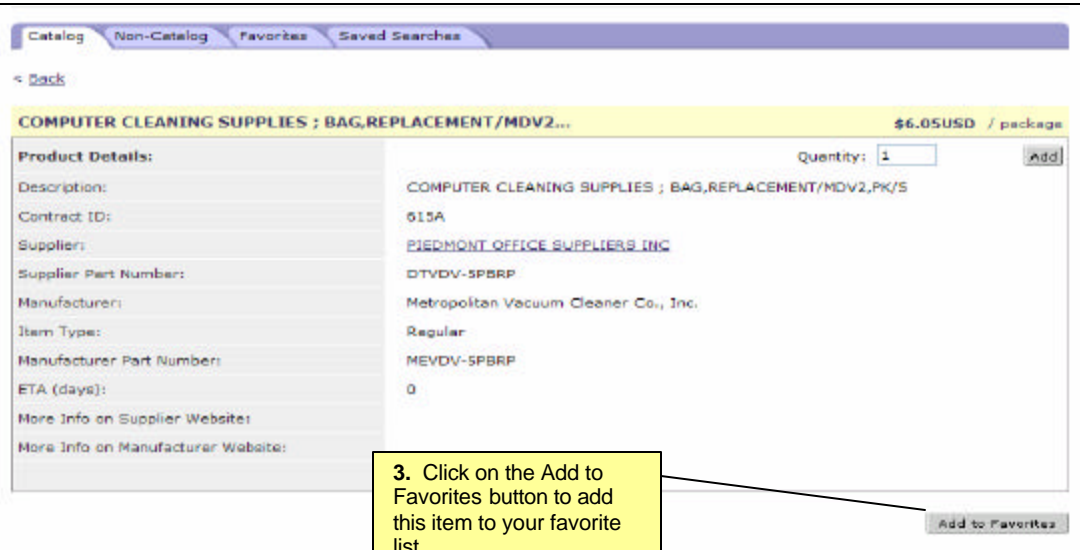
The “Favorites” functionality in E-Procurement allows users to save frequently ordered catalog items to an easy-to-access favorites list. Follow the steps below to add an item to your favorites list.

1. Locate the item by completing a catalog search.



The screenshot shows the search results for 'computer cleaning supplies'. The search bar contains the text 'computer cleaning supplies' and the search button is highlighted. Below the search bar, it says 'Found 134 items in 3 categories for computer cleaning supplies.' The search results are displayed in a table with columns for 'Product', 'Supplier', 'Price', and 'Unit'. The first result is 'COMPUTER CLEANING SUPPLIES ; BAG,REPLACEMENT/MDV2...' with a price of '\$6.05USD / package'. A callout box points to the product description in the search results.

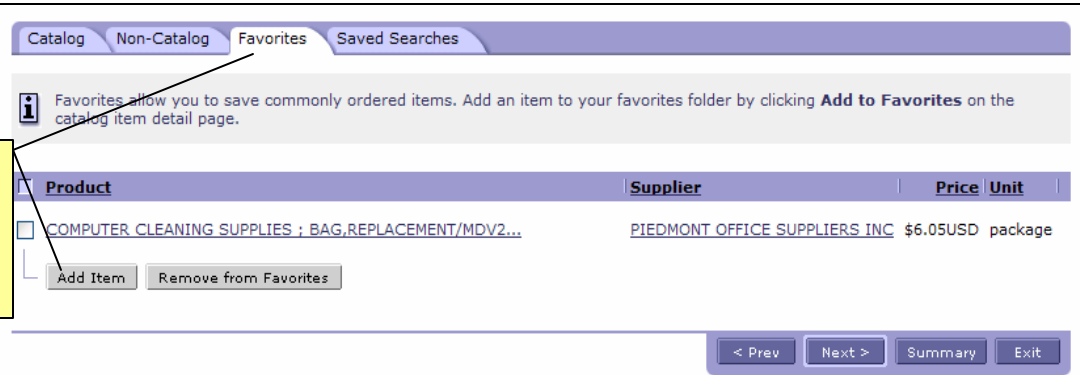
2. Click on the description of the item.



The screenshot shows the product details page for 'COMPUTER CLEANING SUPPLIES ; BAG,REPLACEMENT/MDV2...'. The product details are listed in a table with columns for 'Product Details' and 'Quantity'. The product details include: Description: COMPUTER CLEANING SUPPLIES ; BAG,REPLACEMENT/MDV2,PK/S; Contract ID: 615A; Supplier: PIEDMONT OFFICE SUPPLIERS INC; Supplier Part Number: DTVDV-5PBRP; Manufacturer: Metropolitan Vacuum Cleaner Co., Inc.; Item Type: Regular; Manufacturer Part Number: MEVDV-5PBRP; ETA (days): 0. A callout box points to the 'Add to Favorites' button at the bottom right of the page.

3. Click on the Add to Favorites button to add this item to your favorite list.

Click the Favorites tab on the Add Items page within a requisition to access your favorites list and add catalog items to your requisition.



The screenshot shows the Favorites list page. The 'Favorites' tab is selected in the navigation bar. Below the navigation bar, there is a message: 'Favorites allow you to save commonly ordered items. Add an item to your favorites folder by clicking Add to Favorites on the catalog item detail page.' Below the message, there is a table with columns for 'Product', 'Supplier', 'Price', and 'Unit'. The first row is 'COMPUTER CLEANING SUPPLIES ; BAG,REPLACEMENT/MDV2...' with a price of '\$6.05USD package'. Below the table, there are buttons for 'Add Item' and 'Remove from Favorites'. A callout box points to the 'Favorites' tab in the navigation bar.