

### Saving and Retrieving Items from My Favorites

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#### Overview

Use this instruction guide to learn how to save items in **My Favorites** in myUF Marketplace for re-use on a regular basis. My Favorites works while adding item to the shopping cart from an enabled vendor **Product Search**. You may select at that time to also add items to My Favorites. Use this guide to also retrieve items from My Favorites to place an order. The price will be automatically updated upon retrieval for items saved from using the Product Search (hosted catalogs) only. Take advantage of this feature to make purchasing more efficient!

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Access myUF Marketplace by navigating to <http://my.ufl.edu/> and logging in with your Gatorlink username and password, and navigate by:

- a. **Clicking My Self Service > Click myUF Marketplace** for UF\_N\_MKT\_Shopper role.
- b. **Clicking eProcurement > Click myUF Marketplace** for UF\_N\_MKT\_Shopper\_Req role (to shop only) UF\_N\_MKT\_Requestor and UF\_N\_MKT\_Financial\_Approver  
[Note]: My Favorites only works when on the **Home/Shop** page to search the eCatalogs. Refer to the instruction guide, "Shopping Using the Product Search" if you need assistance searching the eCatalogs.

#### Adding Items to My Favorites from Within a Search Result Set

1. In order to find items to add to the Favorites page, we will utilize the product search tool.
2. Click the **add favorite** link on the row of the item you would like to add in the results list.
3. Edit the Item Details--add or edit the Item Nickname for later reference.
4. Select Destination Folder--click the **New** button to create a "Destination Folder" if you do not already have one under Personal or if you would like to organize your favorites. Give the folder a meaningful name for ease of retrieval.
5. Click the **Submit** button > click **Close**.

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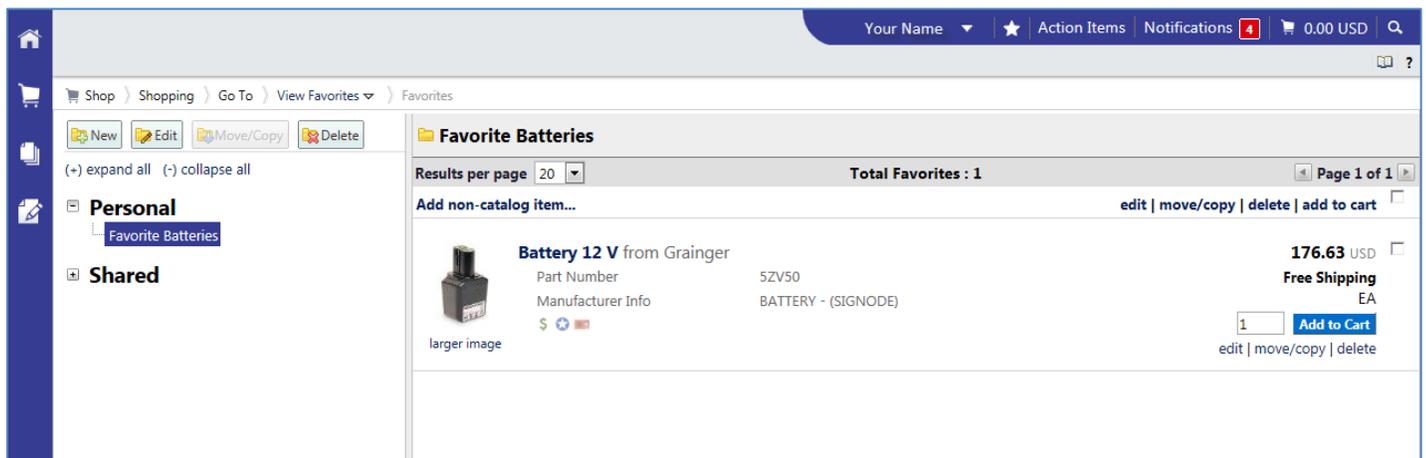
The screenshot shows a search results page for 'battery'. At the top, there is a search bar with 'battery' entered and a 'Go' button. Below the search bar, there are navigation links: 'Go to: advanced search | favorites | forms | non-catalog item | quick order' and 'Browse: suppliers | categories | contracts'. The search results are for 'Everything : battery' and show 'Showing 1 - 20 of 4000+ results'. The page is set to 'Results per page 20' and 'Sort by: Best Match'. There are four product listings:

- Battery 12 V from Grainger:** Price 176.63 USD, Free Shipping EA. Part Number 5ZV50, Manufacturer Info BATTERY - (SIGNODE). Includes 'Add to Cart' and 'add favorite' buttons.
- Energizer(R) AA Batteries, Pack Of 36 from Mister Paper Inc:** Price 14.46 USD, Free Shipping over 50.00 USD 36/PK. Part Number 344352, Manufacturer Info E91SBP36H - (Eveready/Energizer Battery Co). Includes 'Add to Cart' and 'add favorite' buttons.
- Battery, Colony Counter; Bel-Art Scienceware; Replacement 3V lithium battery; Fits the Scienceware Colony Counter 07-910-018; 1/EA H37862-0202 from Fisher Scientific Co LLC:** Price 9.99 USD, Free Shipping EA. Part Number 07910021, Manufacturer Info H37862-0202 - (Bel Art Products). Includes 'Add to Cart' and 'add favorite' buttons.
- Battery, Colony Counter; Bel-Art Scienceware; Replacement 3V lithium battery; Fits the Scienceware Colony Counter 07-910-018; 10/CS H37862-0202 from Fisher Scientific Co LLC:** Price 9.99 USD, Free Shipping CS. Part Number 07910021 (CS), Manufacturer Info H37862-0202 - (Bel Art Products). Includes 'Add to Cart' and 'add favorite' buttons.

**Retrieving Items from My Favorites**

1. Click the **Favorites** link under the search field at the top on the **Home/Shop** page.
  - a. Click the plus (+) sign by **Personal** to expand the folder tree.
  - b. Click on the folder you created when assigning favorites.
2. The pane to the right will show any items saved as favorites in the folder selected.
  - a. Note the icons next to the vendor will show whether or not it is a punch-out or a form.

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3. For each row or item:

- Use the **Add to Cart** button to add to the Active Cart.
- Use the **edit** link to edit the nickname, such as "Dr. Darby's favorite paper."
- Use the **move/copy** link to move to the Shared folder or to Company Favorites, etc.
- Use the **delete** link to remove from My Favorites.

For further assistance, e-mail [procurement@ufl.edu](mailto:procurement@ufl.edu) or contact the Procurement Services Help Desk at 392-1335.