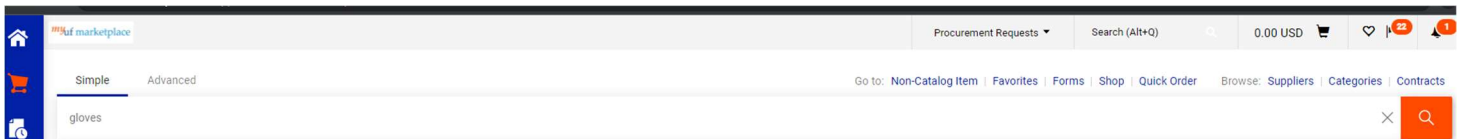## Overview

Use this instruction guide to learn how to save items in **My Favorites** in myUF Market 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!

Access myUF Market by navigating to http://my.ufl.edu and logging in with your Gatorlink username and password, and navigate by:
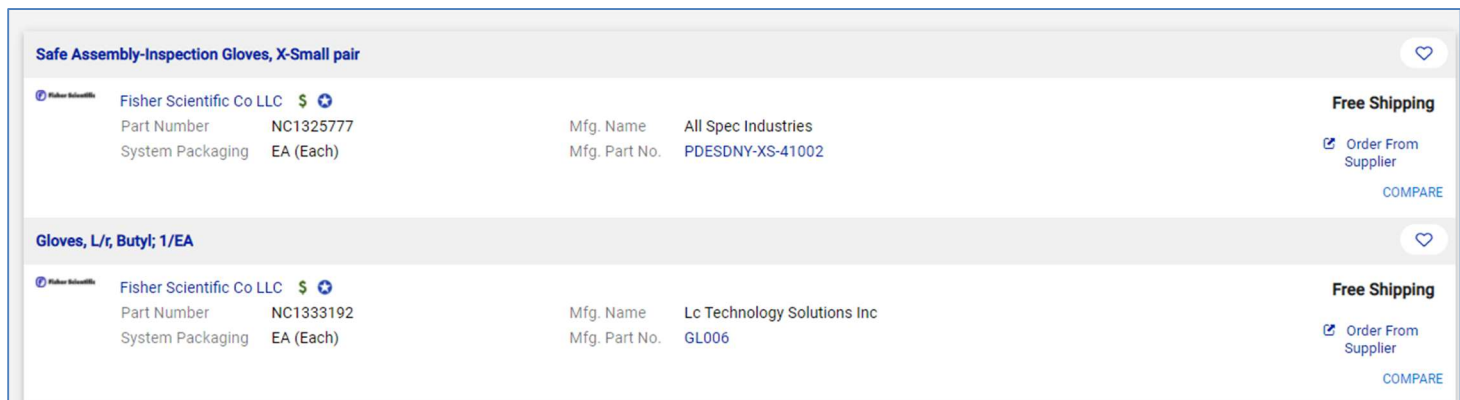
- a. Clicking **Nav bar > Main Menu > My Self Service > myUF Market**
  for UF_N_MKT_Shopper role.

- b. Clicking **Nav bar > Main Menu > Financials > eProcurement > myUF Market**
  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 after Searching

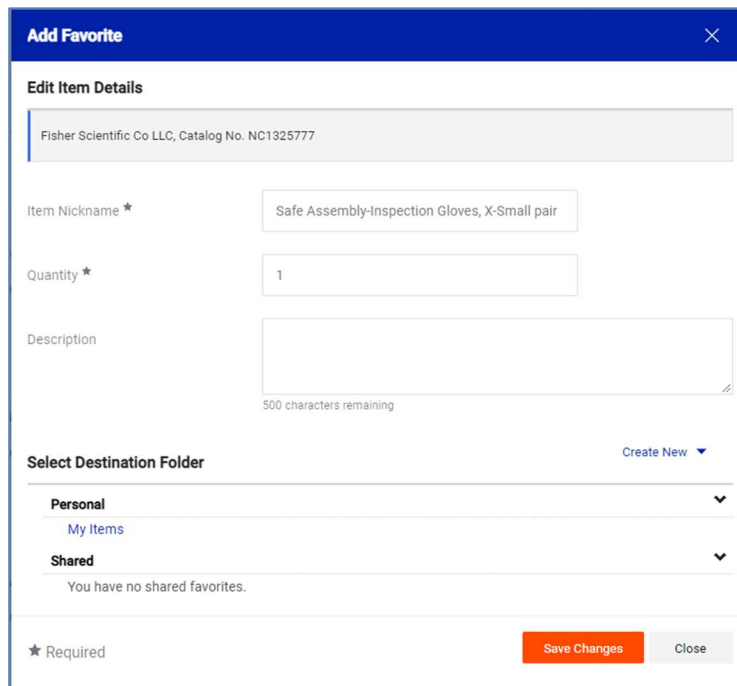1. Search at the top for your item, for example, gloves.

2. At the results, to add a Favorite, click on the heart shaped icon on the row of the item

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3. In the **Edit Item Details box, details about the item are pre-filled. You may edit if needed.**
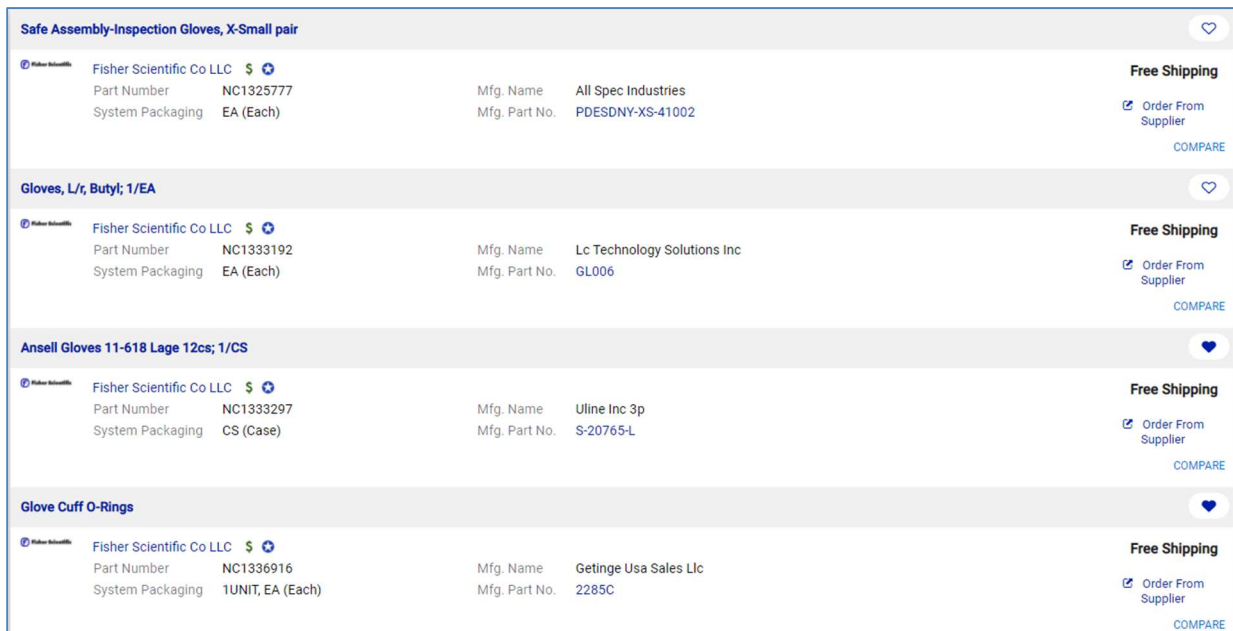
4. **Select Destination Folder**--click the **Create New** dropdown to create a "Destination Folder," then Top Level Personal Folder. Saved favorites will show with a filled in heart:
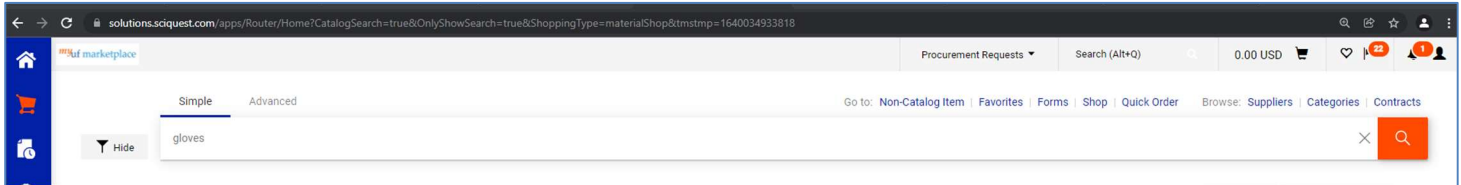
Retrieving Items from My Favorites

1. Click the **Favorites** link above the search field at the top on the **Home/Shop** page or use the shopping cart icon in the left margin.
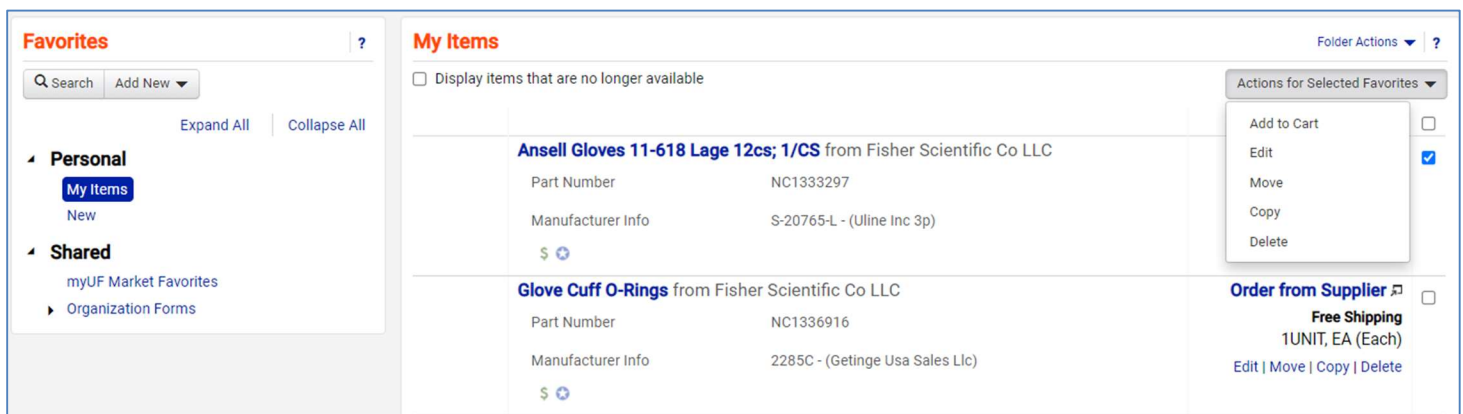

2. The Favorites page will show your Personal folder with your selected Favorites:
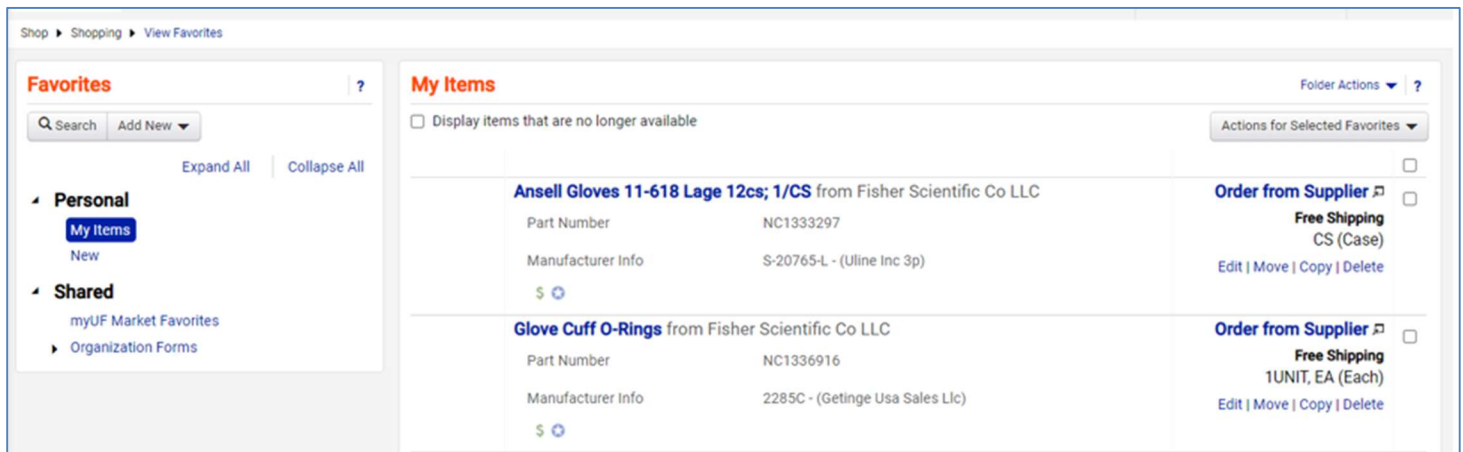
3. To reorder a Favorite, check the box to select a Favorite, then click the **Actions for Selected Favorites** dropdown menu at the top for the following options:

If the item has **Order from Supplier**, click on that instead to reorder.

For further assistance, e-mail procurement@ufl.edu or contact the Procurement Services Help Desk at 392-1335