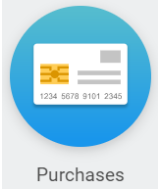
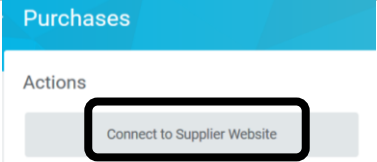
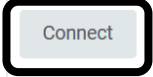
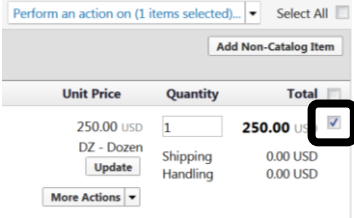
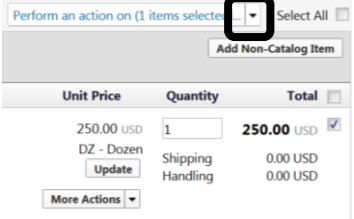
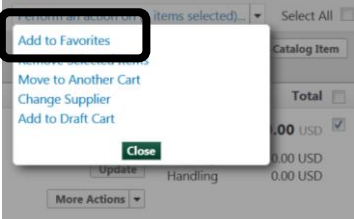
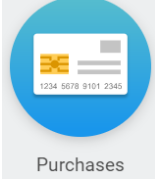
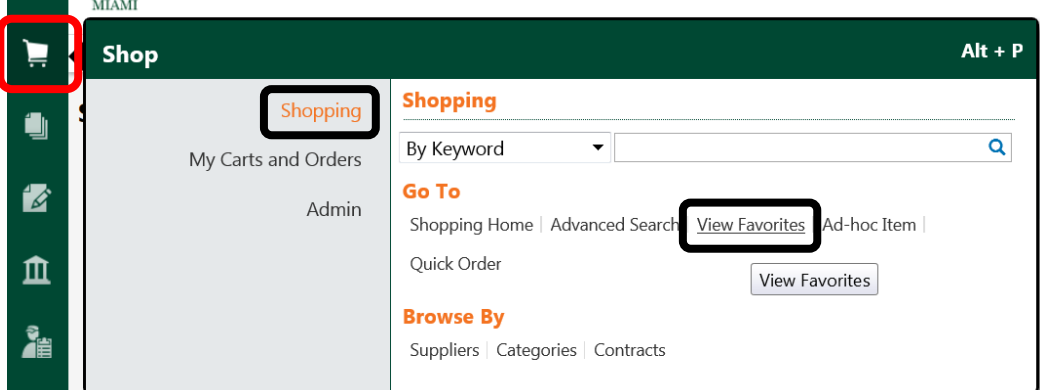



# Using Favorites in UMarketplace (in Workday)

<http://workday.miami.edu>

Adding an Item to Favorites	
1. Click the <b>Purchases</b> worklet.	 <p>Purchases</p>
2. Click <b>Connect to Supplier Website</b> .	
3. Click <b>Connect</b> .	<p>Clicking "Connect" will take you to <b>UMARKETPLACE</b></p> 
4. Add items to the shopping cart.	This can be done via catalog or Ad-hoc.
5. Check the box next to the item(s) to be added as a Favorite.	
6. Click the drop down menu next to <i>Perform an action on</i> .	
7. Select <b>Add to Favorites</b> .	
8. Complete the fields: <i>Item Nickname</i> , <i>Quantity</i> , and <i>Description</i> .	<p>Item Nickname ★ <input type="text" value="Grainger - Hammer"/></p> <p>Quantity ★ <input type="text" value="1"/></p> <p>Description <input #="" 49xh55,="" item="" l,="" mfr.="" model="" stht51511"="" type="text" value="STANLEY Hammer, Rip Claw, 16 oz., 12"/></p> <p>421 characters remaining</p>

<p>9. Select a Destination Folder: To create a new destination folder click <b>Add New</b>.</p> <p>OR</p> <p>Choose a <i>Personal</i> or <i>Shared</i> folder.</p> <p>10. Click <b>Save Changes</b>.</p>	<p><b>Step 2: Select Destination Folder</b></p> <p style="text-align: right;">▶ Add New ▲</p> <ul style="list-style-type: none"> <li>▾ <b>Personal</b> <ul style="list-style-type: none"> <li>Catering for Dr. Ericson</li> <li>Pharmacology - reagents</li> </ul> </li> <li>▾ <b>Shared</b> <ul style="list-style-type: none"> <li>You have no shared favorites.</li> </ul> </li> </ul> <p>★ Required <span style="float: right;">Save Changes <input type="button" value="Cl"/></span></p>
<p>11. To process the shopping cart, click <b>View Cart Details</b> or <b>Assign Cart</b>.</p>	
<p><b>Creating a Requisition Using an Existing Favorite</b></p>	
<p>1. Click the <b>Purchases</b> worklet.</p>	 <p>Purchases</p>
<p>2. Click <b>Connect to Supplier Website</b>.</p>	<p>Purchases</p> <p>Actions</p> <p style="text-align: center;"><input type="button" value="Connect to Supplier Website"/></p>
<p>3. Click <b>Connect</b>.</p>	<p>Clicking "Connect" will take you to <b>UMARKETPLACE</b></p> <p style="text-align: right;"><input type="button" value="Connect"/></p>
<p>4. Click <b>Shop</b> &gt; scroll over <b>Shopping</b> &gt; click <b>View Favorites</b></p>	
	

<p>5. Click the <i>Shared</i> or <i>Personal</i> folder that contains the favorite.</p>	<p><b>Step 2: Select Destination Folder</b></p> <p style="text-align: right;"><a href="#">Add New</a> ▲</p> <ul style="list-style-type: none"> <li>▾ <b>Personal</b> <ul style="list-style-type: none"> <li>▶ <a href="#">Catering for Dr. Ericson</a></li> <li>▶ <a href="#">Pharmacology - reagents</a></li> </ul> </li> <li>▾ <b>Shared</b> <ul style="list-style-type: none"> <li>▶ You have no shared favorites.</li> </ul> </li> </ul> <p>★ Required <span style="float: right;"><a href="#">Save Changes</a> <a href="#">Close</a></span></p>
<p>6. Update the <i>Quantity</i>.</p> <p>7. Click <b>Add to Cart</b>.</p> <p>8. Click <b>View Cart</b>.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>monthly reagents</b> from Absolute Standards Inc.</p> <p>Part Number 123456</p> <p>test</p> <p></p> <p style="text-align: right;"><b>10.00</b> USD EA - Each</p> <p style="text-align: right;"><input style="width: 40px;" type="text" value="2"/> <a href="#">Add to Cart</a></p> <p style="text-align: right;"><a href="#">Edit</a>   <a href="#">Move</a>   <a href="#">Copy</a>   <a href="#">Delete</a></p> <p style="text-align: right;"><b>1 item added, <a href="#">view cart.</a></b></p> </div>
<p>9. To begin processing the cart, click <b>View Card Details</b> or <b>Assign Cart</b>.</p>	