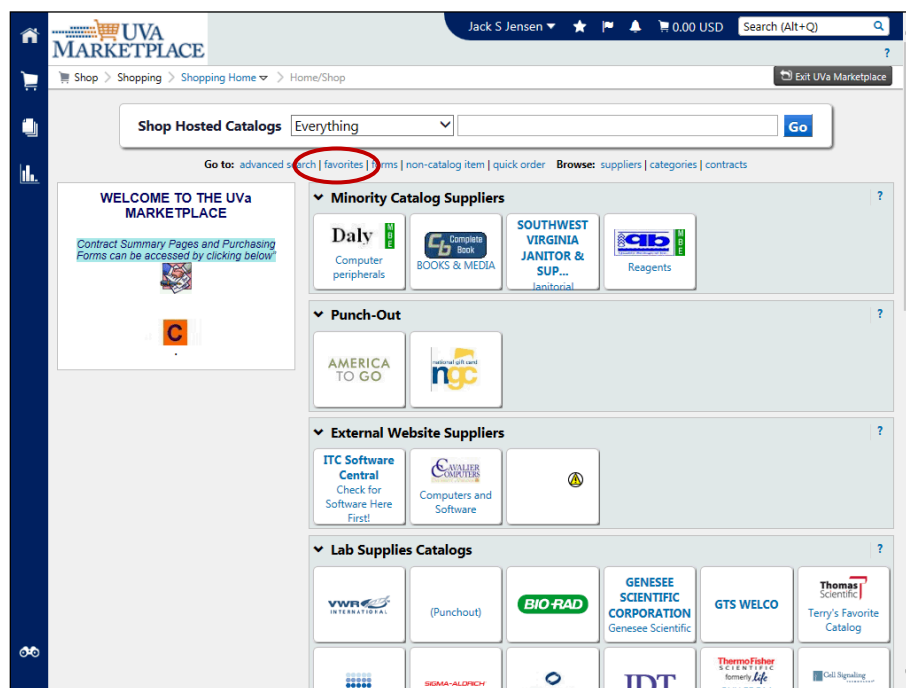
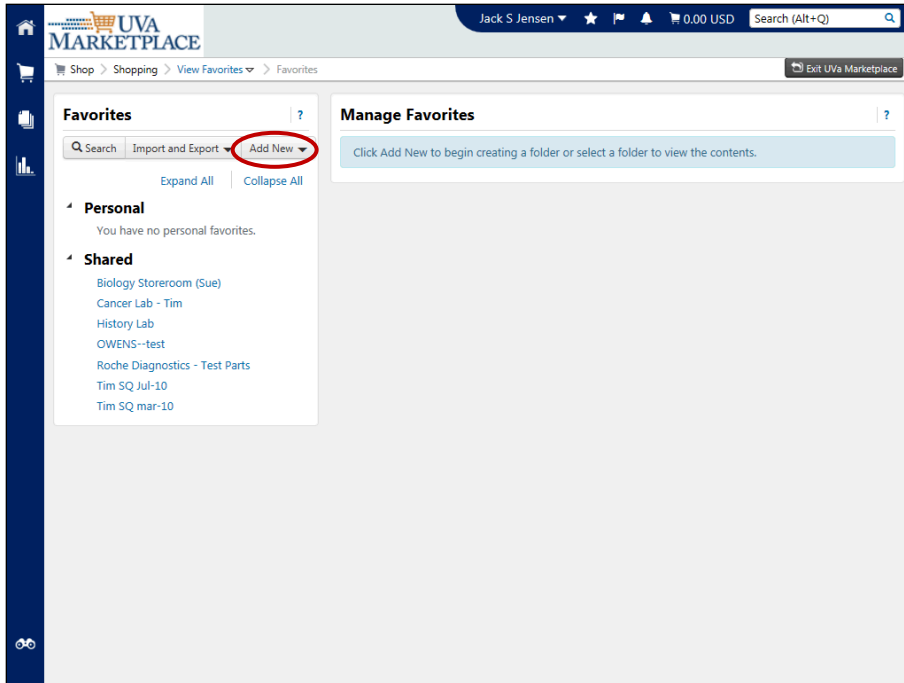


How can I save favorites and how can I use them once they're saved?

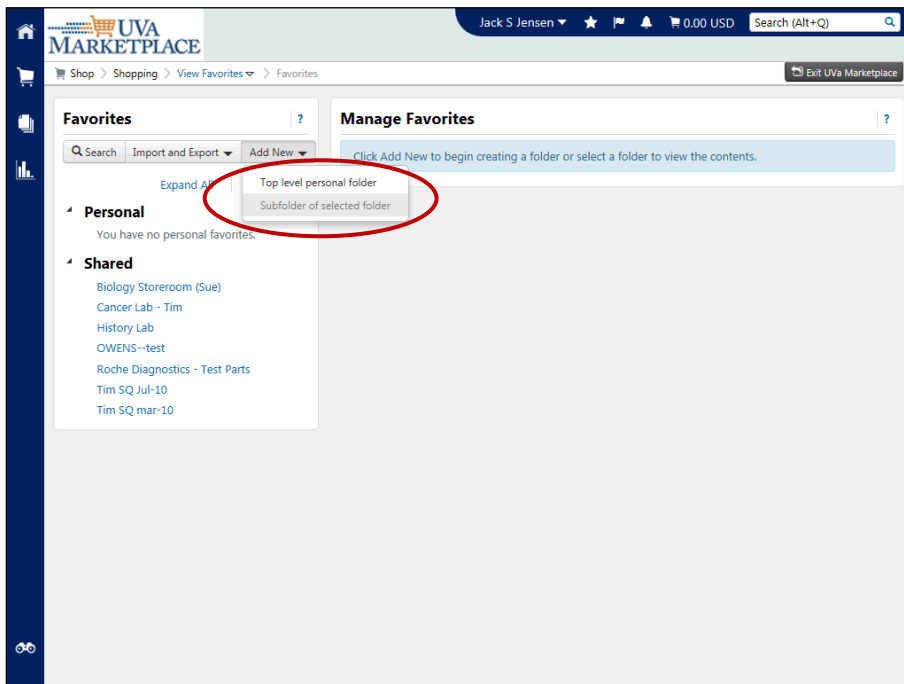
Step	Action
1.	In the UVA Marketplace, click on the favorites link.



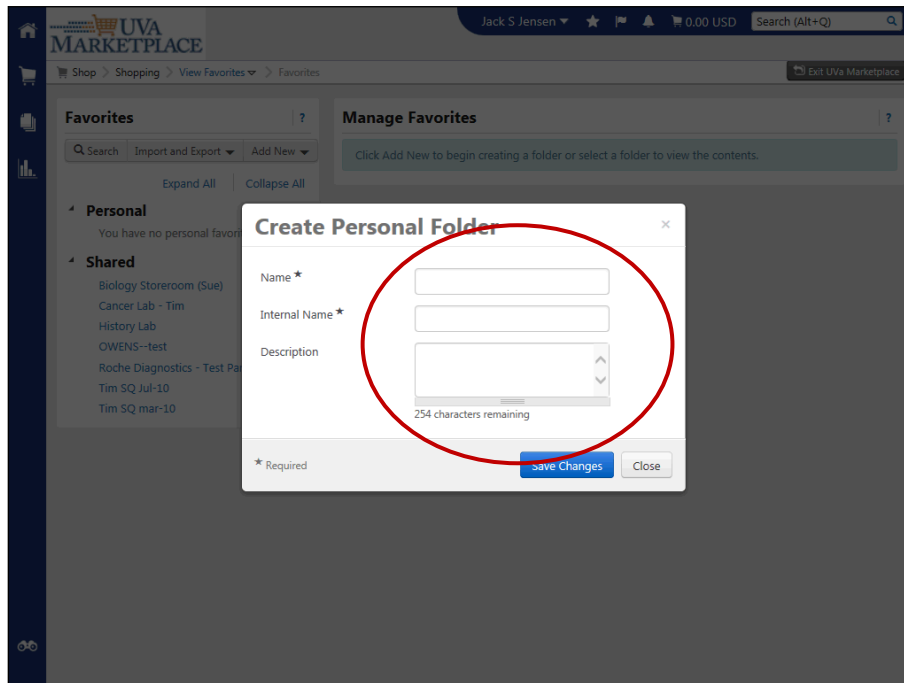
Step	Action
2.	Click on the Add New button to create a new Favorite folder.



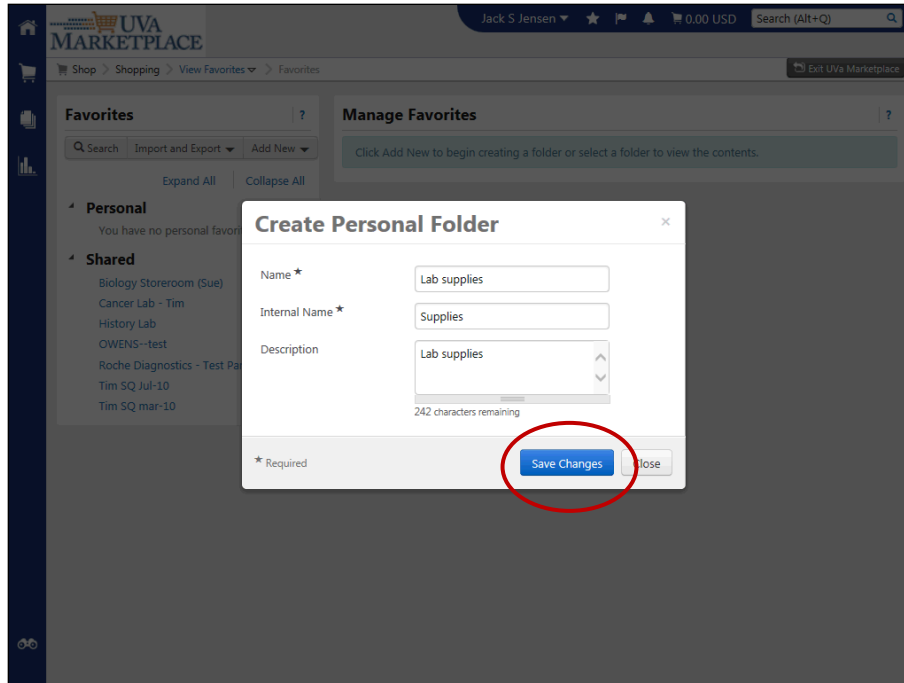
Step	Action
3.	You may either create a new top level personal folder or a subfolder of the selected folder.



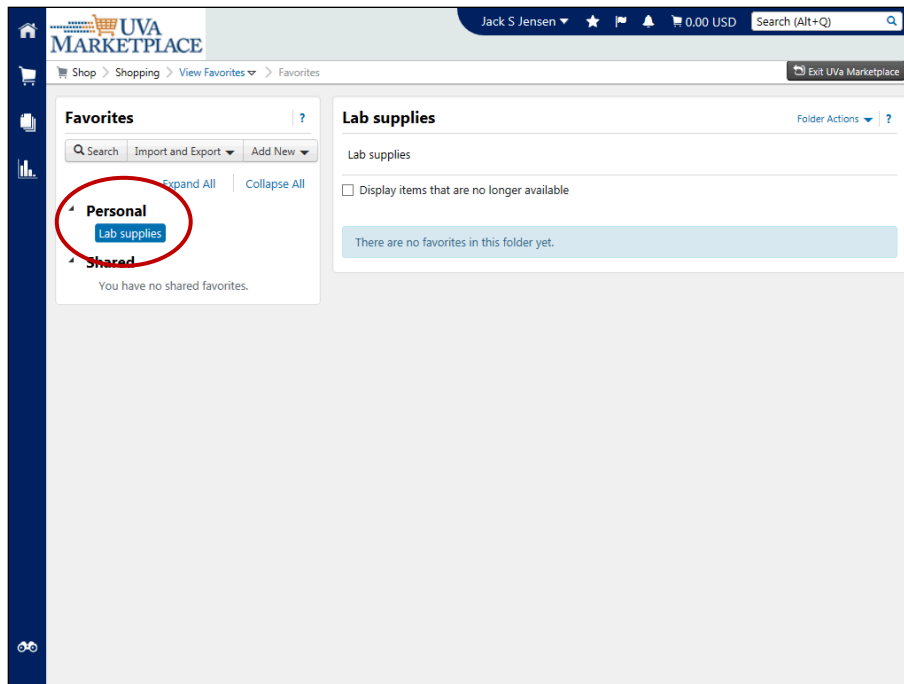
Step	Action
4.	The Create Personal Folder page displays. Enter the name and description information.



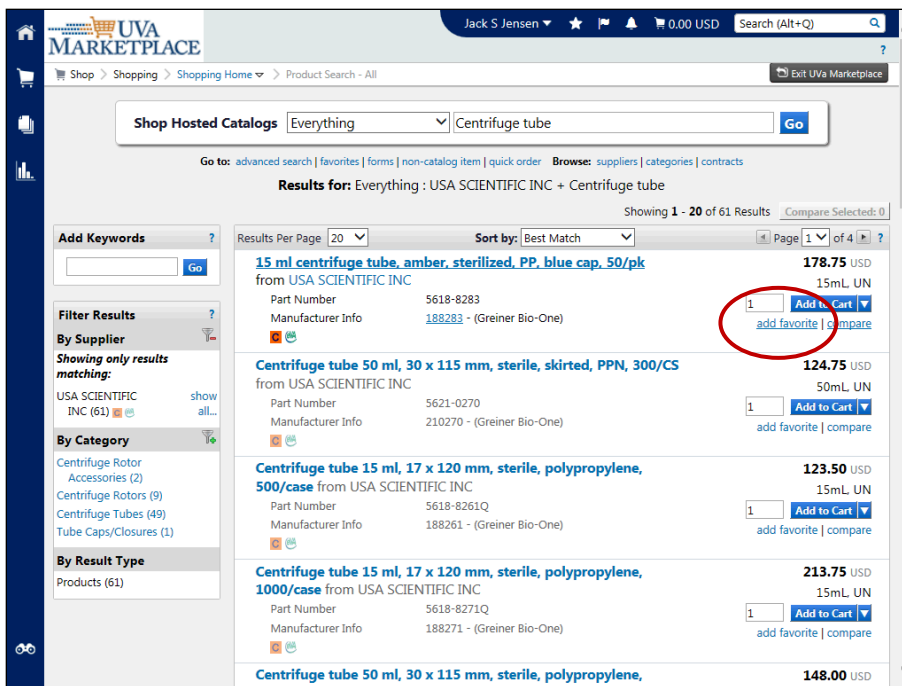
Step	Action
5.	Click on the Save Changes button.



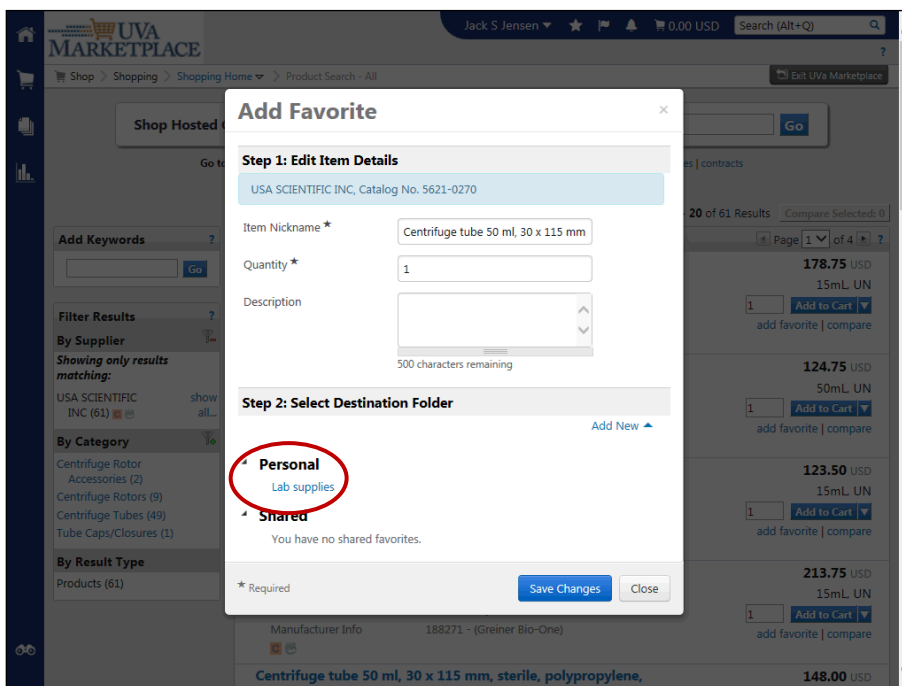
Step	Action
6.	The newly created folder is listed under the Personal favorites. You may edit or delete the folder appropriately as needed.



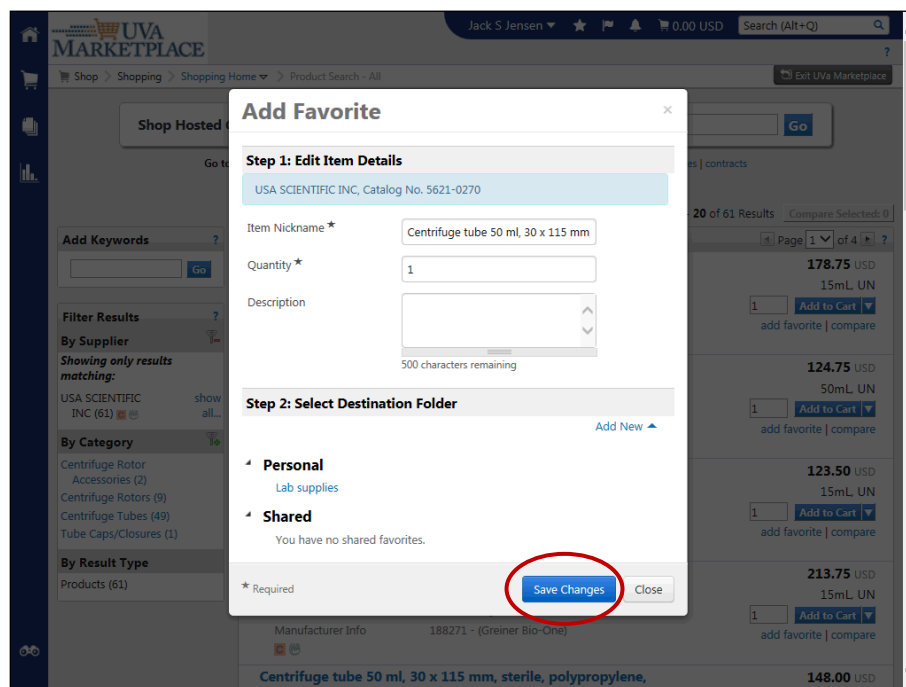
Step	Action
7.	<p>Adding an item to a favorites folder from a hosted catalog:</p> <p>Search for the item to add to your Favorite's folder.</p> <p>If you want a particular quantity added to the Favorite you can change it now, but you will also have the opportunity to change the quantity when you place orders using favorites.</p> <p>Click the add favorite link.</p>



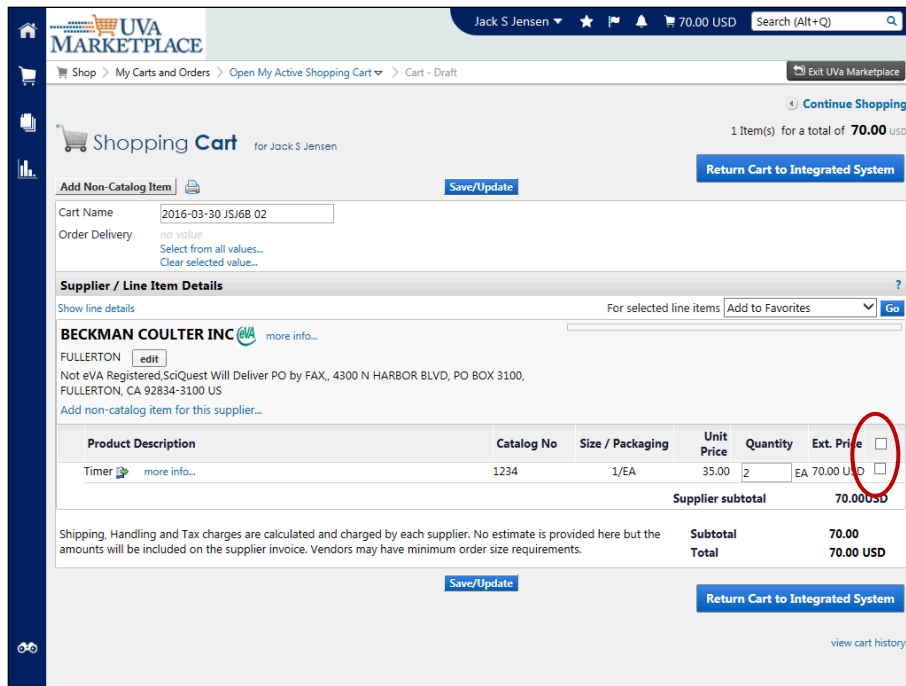
Step	Action
8.	Click on the desired folder found in the list of Personal Favorites .



Step	Action
9.	Click on the Save Changes button. The items will be listed in your favorites folder. You can use the folder to select items and add them to a cart. You may update the quantity as needed.



Step	Action
10.	<p>Adding items to your favorites folder from a non-catalog item form:</p> <p>Add the items to your cart from the non-catalog item form and click on the cart.</p> <p>Click on the checkbox for all items, or select individual items, you want to add to the Favorites folder.</p>



UVA MARKETPLACE

Jack S Jensen 70.00 USD Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - Draft

Continue Shopping

Shopping Cart for Jack S Jensen 1 Item(s) for a total of 70.00 USD

Add Non-Catalog Item Save/Update Return Cart to Integrated System

Cart Name 2016-03-30 JSJ6B 02

Order Delivery no value
Select from all values...
Clear selected value...

Supplier / Line Item Details


Show line details For selected line items Add to Favorites Go

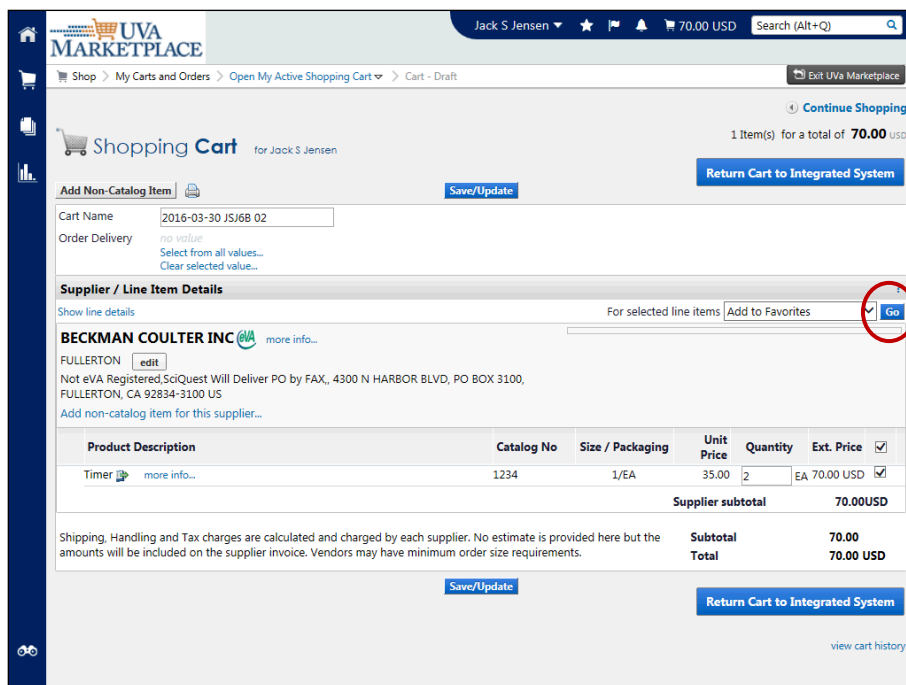
BECKMAN COULTER INC @UVA more info...
FULLERTON edit
Not eVA Registered, SciQuest Will Deliver PO by FAX, 4300 N HARBOR BLVD, PO BOX 3100, FULLERTON, CA 92834-3100 US
Add non-catalog item for this supplier...

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
Timer more info...	1234	1/EA	35.00	2	EA 70.00 USD	<input type="checkbox"/>
Supplier subtotal					70.00USD	
Shipping, Handling and Tax charges are calculated and charged by each supplier. No estimate is provided here but the amounts will be included on the supplier invoice. Vendors may have minimum order size requirements.					Subtotal	70.00
					Total	70.00 USD

Save/Update Return Cart to Integrated System

view cart history

Step	Action
11.	Click the Go button. 



UVA MARKETPLACE

Jack S Jensen 70.00 USD Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - Draft

Continue Shopping

Shopping Cart for Jack S Jensen 1 Item(s) for a total of 70.00 USD

Add Non-Catalog Item Save/Update Return Cart to Integrated System

Cart Name 2016-03-30 JSJ6B 02

Order Delivery no value
Select from all values...
Clear selected value...

Supplier / Line Item Details

Show line details For selected line items Add to Favorites **Go**

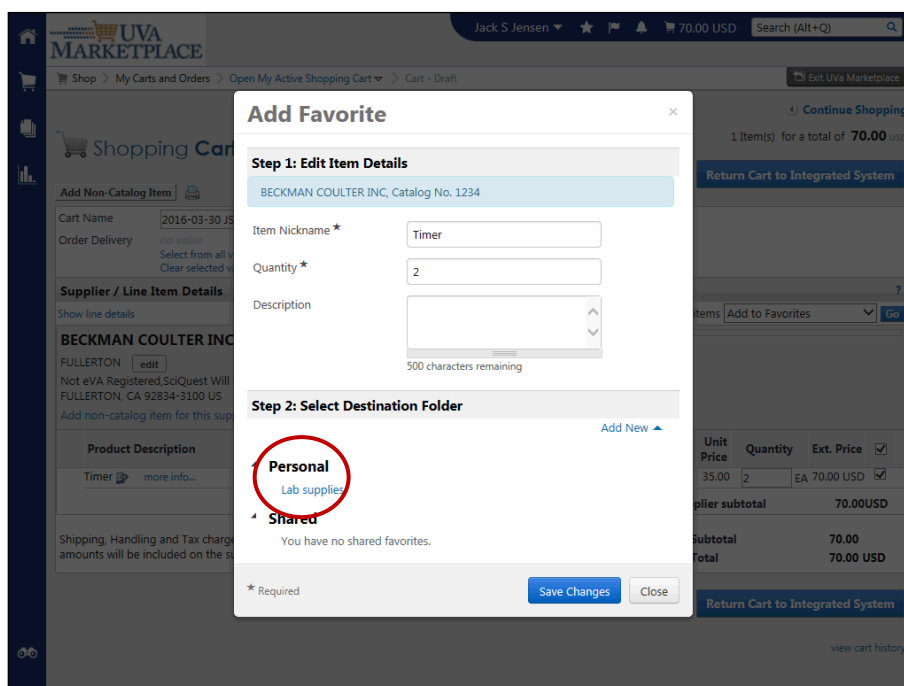
BECKMAN COULTER INC @UVA more info...
FULLERTON edit
Not eVA Registered, SciQuest Will Deliver PO by FAX, 4300 N HARBOR BLVD, PO BOX 3100, FULLERTON, CA 92834-3100 US
Add non-catalog item for this supplier...

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
Timer more info...	1234	1/EA	35.00	2	EA 70.00 USD	<input checked="" type="checkbox"/>
Supplier subtotal					70.00USD	
Shipping, Handling and Tax charges are calculated and charged by each supplier. No estimate is provided here but the amounts will be included on the supplier invoice. Vendors may have minimum order size requirements.					Subtotal	70.00
					Total	70.00 USD

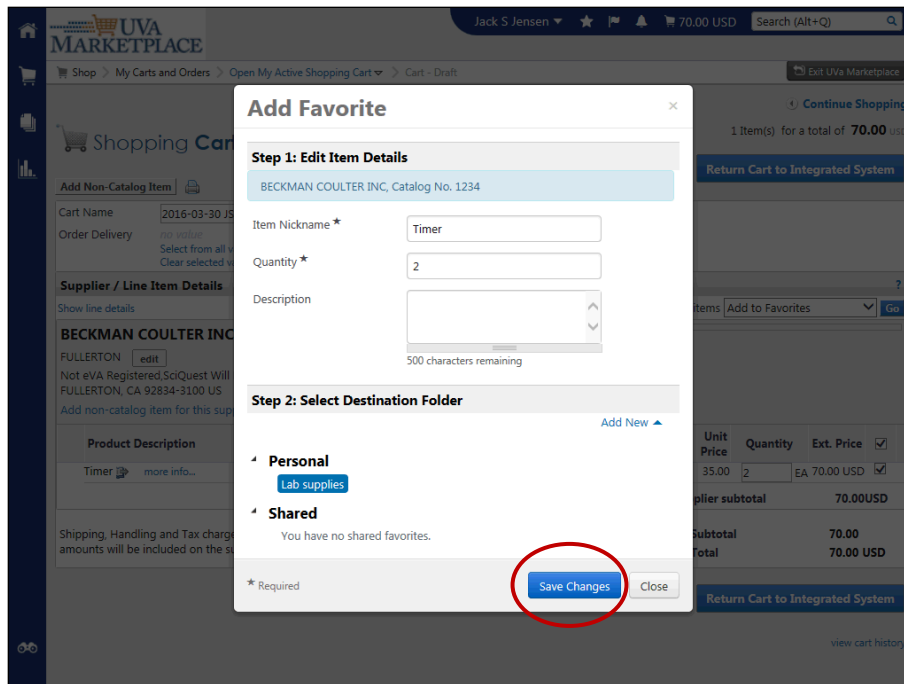
Save/Update Return Cart to Integrated System

view cart history

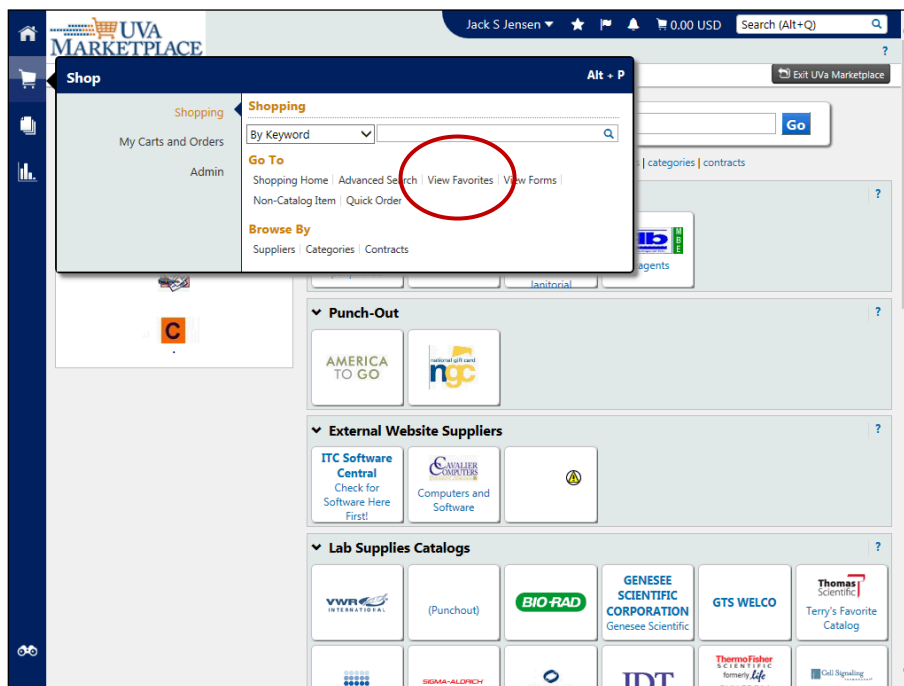
Step	Action
12.	Click on the appropriate folder found in the list of Personal favorites.



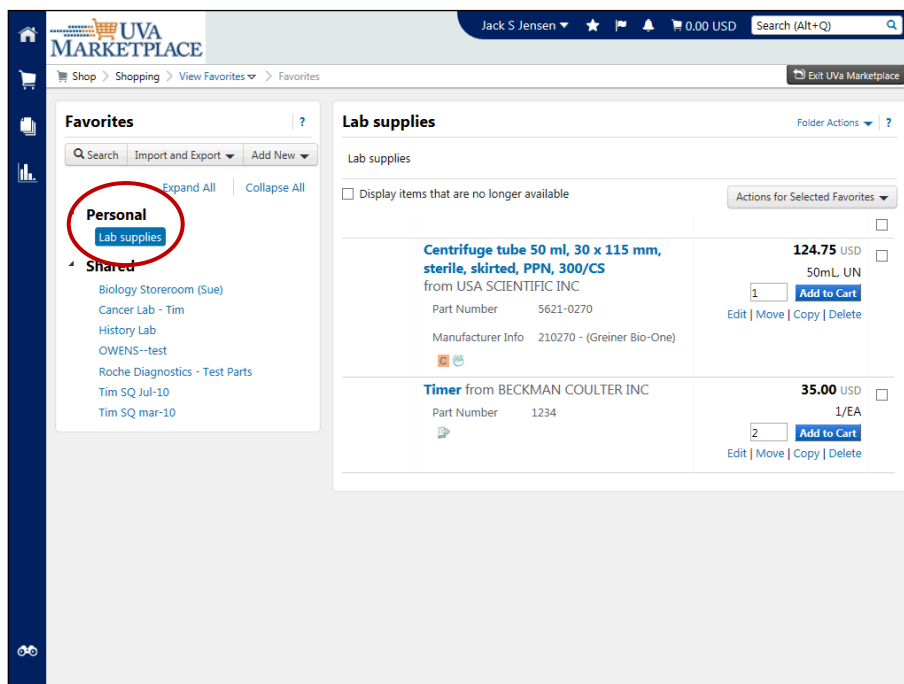
Step	Action
13.	Click the Save Changes button. The non-catalog item is now added to your favorites folder.



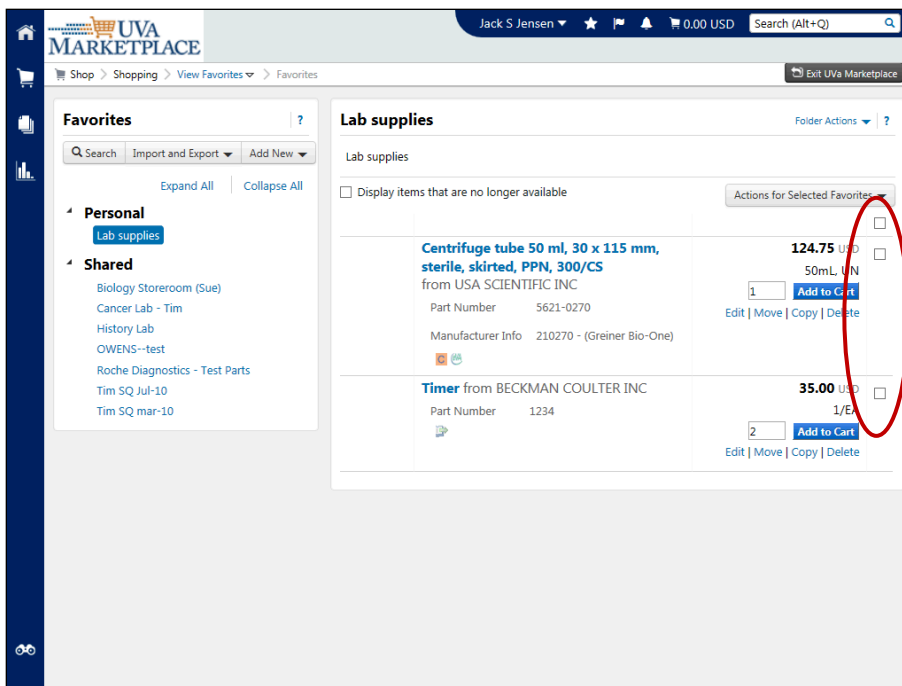
Step	Action
14.	<p>To use the Favorites folder to create an order:</p> <p>From the Shop icon in the UVA Marketplace, click the View Favorites link.</p>



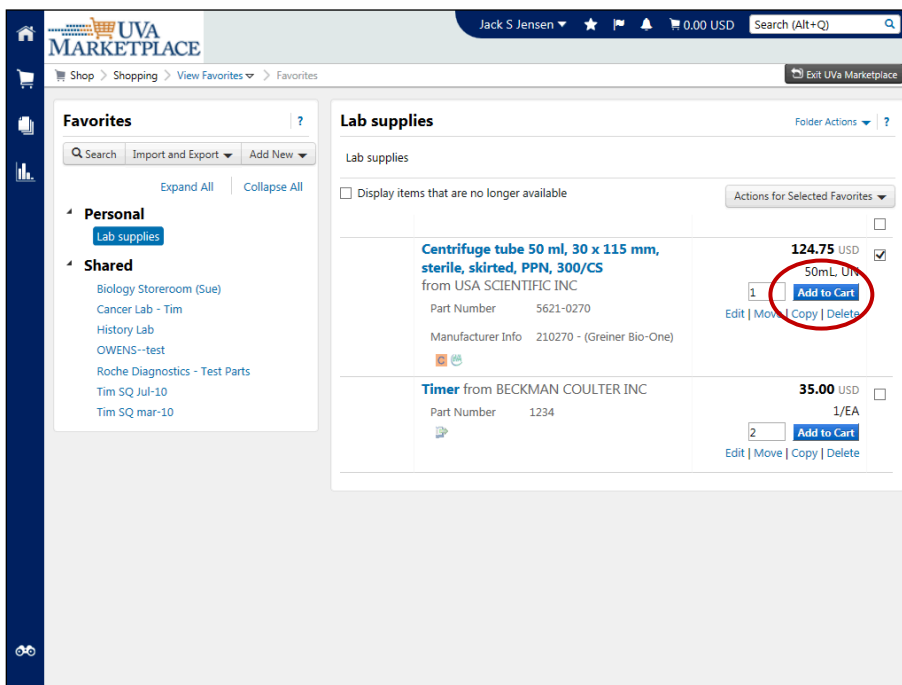
Step	Action
15.	Locate the folder where the items you wish to purchase are listed.



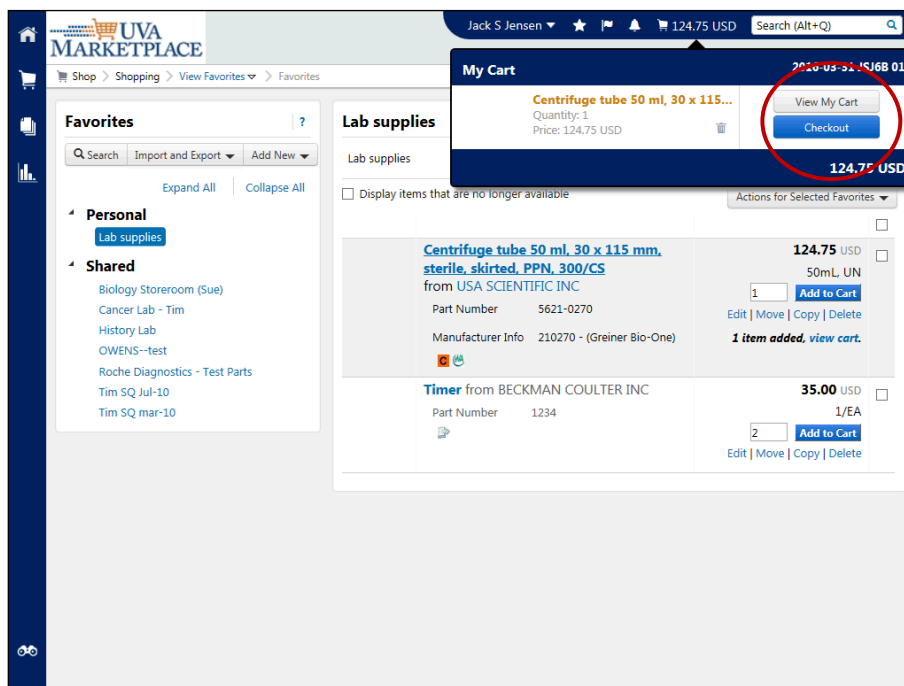
Step	Action
16.	Click on the checkbox for the item(s) you want to order.



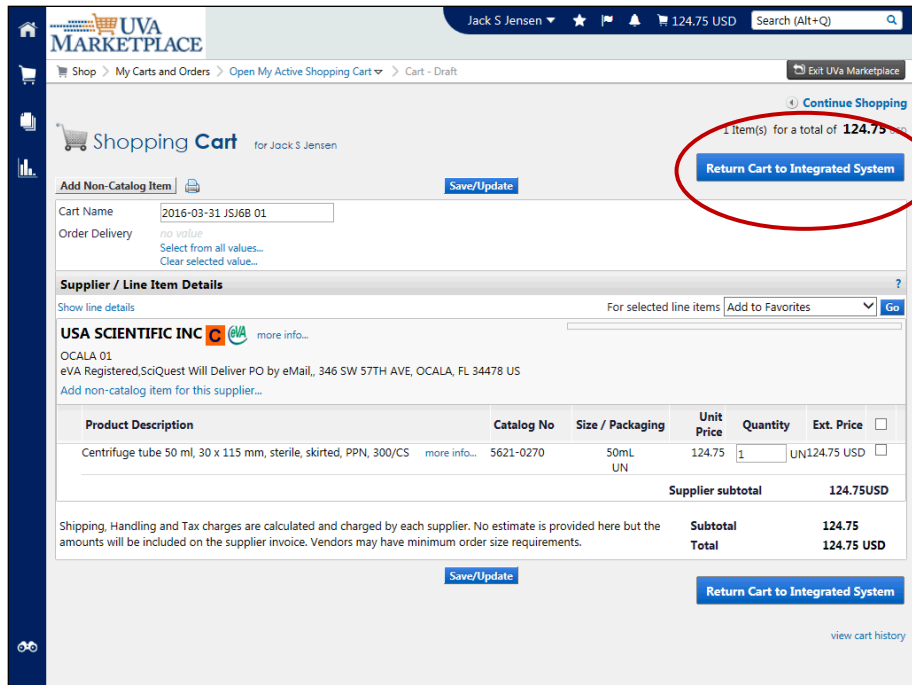
Step	Action
17.	You may change the quantity as needed. Click the Add to Cart button.



Step	Action
18.	Click the Cart link. Click on either the View My Cart button, or the Checkout button.



Step	Action
19.	Continue to create your order by clicking the Return Cart to Integrated System button.



The screenshot shows the UVA Marketplace Shopping Cart interface. At the top, the user is identified as Jack S. Jensen with a cart total of 124.75 USD. The cart contains one item, a centrifuge tube, with a total value of 124.75 USD. A red circle highlights the 'Return Cart to Integrated System' button. The interface includes a search bar, navigation links, and a detailed view of the selected item and supplier information.

UVA MARKETPLACE

Jack S Jensen 124.75 USD Search (Alt+Q)

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - Draft

Continue Shopping

1 Item(s) for a total of 124.75

Return Cart to Integrated System

Add Non-Catalog Item Save/Update

Cart Name: 2016-03-31 JSJ68 01

Order Delivery: no value
Select from all values...
Clear selected value...

Supplier / Line Item Details

Show line details For selected line items Add to Favorites Go

USA SCIENTIFIC INC more info...

OCALA 01
eVA Registered.SciQuest Will Deliver PO by eMail, 346 SW 57TH AVE, OCALA, FL 34478 US
Add non-catalog item for this supplier...

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
Centrifuge tube 50 ml, 30 x 115 mm, sterile, skirted, PPN, 300/CS more info...	5621-0270	50mL UN	124.75	1	UN124.75 USD
Supplier subtotal					124.75USD
Shipping, Handling and Tax charges are calculated and charged by each supplier. No estimate is provided here but the amounts will be included on the supplier invoice. Vendors may have minimum order size requirements.					Subtotal 124.75
					Total 124.75 USD

Save/Update

Return Cart to Integrated System

view cart history