

## SOURCING ONLINE BUYER USER MANUAL

## **MY FAVORITES & WISHLISTS**



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**Option 1: My Favorites** 

My Favorites is a feature to help you easily save products and exhibitors you are interested in. To save a product or exhibitor to My Favorites, click the heart icon next to product listings and on exhibitor profiles.

For example, when searching by product using Categories in the main navigation bar you will see the list of products displayed. For each product you will see the heart icon to the bottom right of the product photo, which you can click to add the product as your favorite.





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## MY FAVORITES & WISHLISTS

Click into a product to view its full listing. On the product listing page click FAVORITE next to the name of the product to favorite the product. From here you also can favorite the company producing this product by clicking Favorite Exhibitor.



When searching through the "Shop All Exhibitors" page, which can be found under Exhibitors in the main navigation bar, you will see the heart icon to the bottom left of the exhibitor logo. Click this to add it to My Favorites.

Hide Filters			SHOP PRODUCTS
All Exhibitors     Featured Exhibitors     Connected Exhibitors	Shop Exhibitors		Sort By: Name: A → Z 🛛 🐦
Only exhibitors with products			
+ Alphabet	<b>4</b> 11	SCP	ADG EXPORT
- Category	- 4		
► Apparel			
<ul> <li>Accessories</li> </ul>	•	•	• •
► Footwear	411 Sporting Goods Co. 14d	Ass Apparel Assessaries Ltd	ADC Export
► Home	40 Sporting Goods Co., Ltd	Ace Apparel Accessories Ltd.	ADG Export
Fashion Tech			
<ul> <li>Service Provider</li> </ul>			
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Information Classification: General

Click on the logo or name of a company to view its Exhibitor Profile. On this page you can add the exhibitor to My Favorites by clicking the heart icon directly to the right of the company name.



When searching through the Exhibitor Directory, which can be found under Exhibitors in the main navigation bar, you will see the Favorite column on the right side of the page next to Connected. Click the heart icon in the row of the company you want to add to My Favorites.

Exhibit	tor Direc	tory				Find Ex	hibitors	Q
= ::			FILTERS 🕀			Sh	ow: All Exhil	oitors 🗸
Showing 558 Ex	hibitors							
	Exhibitor	Product Classification	Minimum Order Quantity	Duty Free	Sustainable Alternatives	Country of Origin	Favorite	Connected
<b>4</b> U	4U Sporting Goo 44, CN	accessories	small (up to 600 pcs)			cn	٠	e
9 <mark>C</mark> 5	Ace Apparel Acc Hong Kong, CN	apparel, accessories	small (up to 600 pcs)	yes	yes	hk	٠	<b>e</b>
ADGEXPORT	ADG Export RS, BR	footwear	medium (601 - 3600 pcs)				٠	8
	Aeon Garments TN, IN	apparel	medium (601 - 3600 pcs)		yes	in	٠	8



There are two ways to access the My Favorites page and view all the products and exhibitors you have saved so far:

- 1) Click on your name in the top right navigation bar and select My Favorites from the menu.
- 2) Click on the heart icon in the top right navigation bar.





You will see two sections, one for your favorited products and one for favorited exhibitors.





**Option 2: Wishlists** 

Wishlists is a feature like "My Favorites", with the additional benefit of being able to create your own custom lists to group products you are interested in.

Click on the Wishlists tab under My Favorites.

My Favorites		
Favorites Wishlists		
Favorite Products		
	<image/> <image/>	
Denim Jeans Fashion Industries, Inc.	无款号 Sun Spring Apparel Limited	
Price not published	Price not published	



Click New Wishlist inside the box to create a new Wishlist.

My Favorites Favorites Wishlists
Wishlists
New Wishlist

Enter a Wishlist name and click the CREATE NEW WISHLIST button.

New W	ishlist	×
	Wishlist Name My First <u>Wishlist</u> CREATE NEW WISHLIST	
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Your newly created Wishlist will appear and display the number of products in it.

My Favorites Favorites Wishlists	
Wishlists	
<b>H</b> New Wishlist	Currently 0 items in the wishlist
	My First Wishlist 0 items



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To add a product to a Wishlist, click the plus ("+") icon next to the heart to the bottom right of the product photo.



Click the checkbox next to the name of the Wishlist you want to add this product to. You have the option of creating a new Wishlist here directly and adding the product to it by clicking +New Wishlist.

Once your Wishlist is selected, click SAVE.

A	dd to Wishlist	ts		×
	Select the Wishlists t My First Wishlist + New Wishlists	to add this product to.		
		SAVE		
informamarkets Fashion		10	© Cop	yright 2020 Infor

Go back to the Wishlists page in My Favorites to see your updated Wishlist. Click on it to see all products in the list.

My Favorites Favorites Wishlists	
Wishlists	
+	
New Wishlist	My First Wishlist



To change the name of your Wishlist, click Edit next to its name and type in the desired change, then click Save.

To delete the Wishlist, click DELETE WISHLIST on the right side of the page.

To delete an individual product, click the X in the top right of each product listing.

To filter the products in your Wishlist by exhibitor, click Show: All Companies and select the exhibitor whose products you want to view from the drop down.



