

# Setting & Using Favorite Items

## Introduction

As you make new requisitions, you may wish to set certain items as favorites if you order them frequently. This will allow you to re-order these items easily without creating new requisition line items from scratch.

## Creating a New Favorite Item

Once you have completed a requisition and are viewing your cart, click on the check box of the line items that you would like to designate as favorites.

Then click on the **Add to Favorites** link.

Cart Summary: Total Amount 25.00 USD

Expand lines to review shipping and accounting details

[Add More Items](#)

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Edelweiss Pencils		STAPLES CONTRACT & COMMERCIAL INC	20.0000	Each	1.2500	25.00			

Select All / Deselect All      Select lines to:      [Add to Favorites](#)      [Add to Template\(s\)](#)      [Delete Selected](#)      [Mass Change](#)

Total Amount 25.00 USD

## Ordering a Favorite Item

1. From the SMU Financials home page, click **Main Menu**.
2. Click **eProcurement**.
3. Click **Requisition**.
4. In the **Favorites** section, click on the favorite you would like to order.
5. You will be directed to a page with the favorite's details.
6. Enter the quantity you would like to order in the **Quantity** field.
7. Click **Add**.
8. Continue to Checkout.

**Favorites** [Manage Favorites Groups](#)

Ungrouped Items

**Favorites** Find 1 of 1

Edelweiss Pencils

Item ID	Supplier	STAPLES CONTRACT & COMMERCIAL INC
Supplier Item ID	Supplier ID	0000081303
Mfg Item ID	Manufacturer	
Price 1.25 USD	Manufacturer ID	
UOM Each	Lead Time Days	

Quantity  [Add](#)

Select All      [Add](#)      [Add to Favorites Group\(s\)](#)      [Delete from Favorites](#)      [Add to Template\(s\)](#)

**End of Procedure.**

