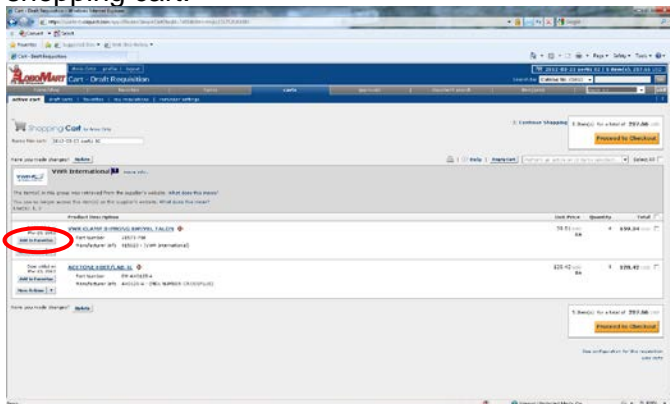


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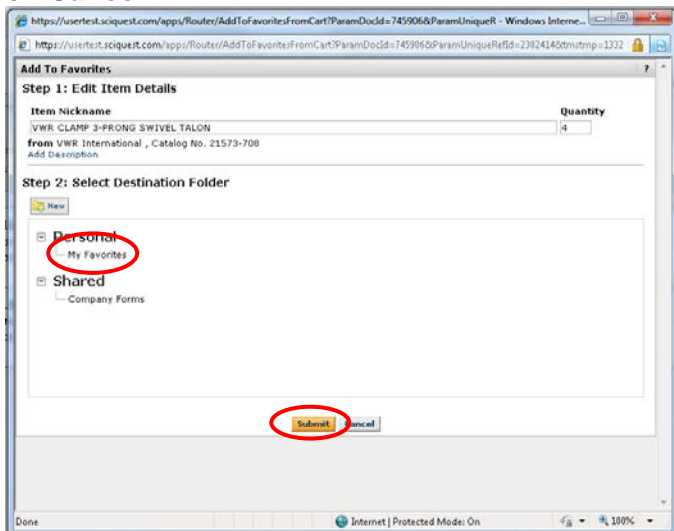
**LoboMart: My Favorites
FSJA-032**

Note: Items in the *My Favorites* folder do not reflect real time product availability and may not reflect accurate UNM pricing.

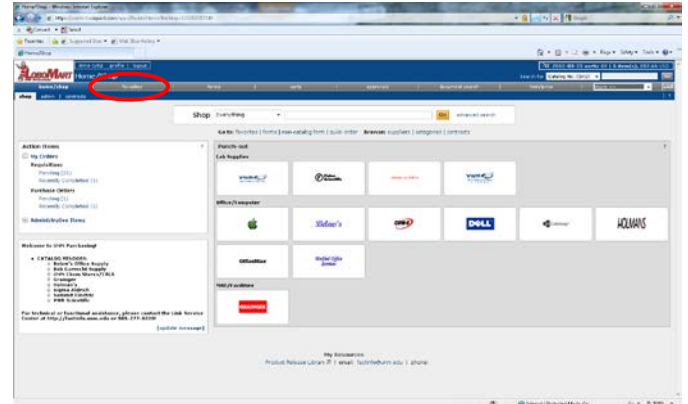
1. For instructions on adding items to your *My Favorites* folder, proceed to step 2. For instructions on creating requisitions using your *My Favorites* folder, proceed to step 4.
2. To add an item to your favorites list, click on the *Add to Favorites* button for the item in the LoboMart shopping cart.



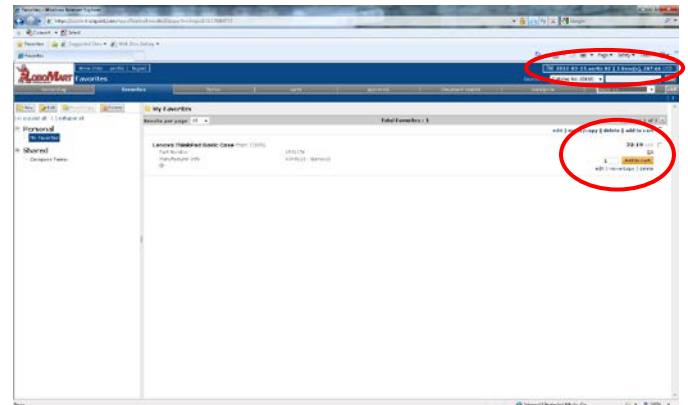
3. You will receive a popup window that will allow you to save the item to your favorites list. Choose *My Favorites* under the *Personal* heading. When you are ready to add the item to your list, click on *Submit*. If you do not wish to save the item, click on *Cancel*.



4. To create a requisition using your *My Favorites* list, begin by clicking on the *favorites* tab.



5. Enter the quantity in the field provided for the item you wish to include in your requisition and click on the *Add to Cart* button.



6. Click on your shopping cart to continue processing your requisition.

