M-marketsite Browse Only: Browser Profile Set-up

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⚠️ Important Information

The first time you link to the M-marketsite Browse Only Web site from Wolverine Access, you are directed to set-up your M-marketsite browser profile. The profile information (e.g., your name and contact information) is used for the Assign a Cart feature of M-marketsite. This feature allows you to create a shopping cart and assign (i.e., transfer) it to the person in your unit responsible for placing the order in the M-Pathways system.

Note: This procedure also directs you to turn on the Assigned Cart Processed Notification checkbox on the Email Preferences page. This enables you to receive an e-mail message after the person to whom you assigned the cart has completed the order.

- To use the Assign a Cart feature, you must set-up the User Identification and Cart Assignee information in your browser profile (steps 3 and 19 - 25). Entering ShortCodes and Ship To addresses in your profile are optional, but this information may reduce data entry for the person to whom you assign your cart.
  Check with that person to determine what information and values should be contained in your browser profile to streamline the ordering process.

Wolverine Access – University Business Page

1. Click the M-Marketsite Browse Only link.
M-marketsite Browse Only Warning

Note: A system message displays to remind users that the M-MARKETSITE BROWSE ONLY site does not allow browsers the ability to place orders.

2. Click OK.

User Settings Page

3. Type the appropriate information in the following fields on the User Identification tab.
   - **First Name**
   - **Last Name**
   - **Phone Number**
   - **E-mail Address**

   Note: Enter your complete phone number, including the country and area code (e.g., 1 734 555 6198) in the Phone Number field.

   Enter your uniqname followed by @umich.edu (e.g., ttaurus@umich.edu) in the E-mail Address field.

4. Click Save.

Email Preferences Page

5. Click the Email Preferences tab.

6. Mark the checkbox in the Assigned Cart Processed Notification row and the Override Role column.

7. Click Save.

Note: Steps 8 – 21 are optional, but are recommended in order to reduce data entry.

8. Click the Purchasing tab.
9. Verify that the Custom Fields tab is selected or click it.

10. Click **Edit** in the Shortcode row to add a ShortCode value to your profile.

11. Click **Create New Value**.

12. In the New Value group box:
   - Type the Shortcode in the Value field.
   - Turn on the Default checkbox if the Shortcode is going to be used for most of your M-marketsite orders.

13. Click **Save**.
   
   **Note:** The Description field value defaults based on the Shortcode entered in the Value field. You can overwrite this field, if desired.

14. Click the Addresses tab.

15. Verify that the Ship To tab is selected or click it.

16. Click **Select Addresses for Profile** to add Ship To information to your profile.
17. Type a **Location Code** value.

**Note:** If you do not know your Location Code, type the building name in the **Address Name** field.

You can type a partial value with a wildcard in the **Location Code** (e.g., 10080*) and/or **Address Name** (e.g., Wolverine*) fields to search for the Ship To information.

18. Click **Search** to look up the Ship To information.

19. Turn on the radio button for the desired **Location Code** **Name** and **Address**.

20. In the **Attention to** field type the following:
   - **Room number** (e.g., RM 7071) to which the order should be delivered.
   - **Name** of the person who is to receive the delivery.

**Note:** The format for the **Attention to** field is **RM # Name** (e.g., RM 7071 Erin Eagle).

   - Location Codes in M-marketsite do not currently include a room number for the building. The **Attention To** field format ensures that delivery of the item(s) goes to the correct room and person.
   - The field is limited to 30 characters, including spaces, symbols, and punctuation.

21. Click **Save**.

22. Click the **Cart Assignees** tab.
Purchasing Page – Cart Assignees Tab

23. Click **Add Assignees**.

**Note**: A new window will open in the Web browser.

User Search Window

24. Type the uniqname of the person to whom you want to send draft shopping carts in the **Email** field.

**Note**: This person must have system access to create M-marketsite ePro requisitions.

25. Click **Search**.

User Search Window (continued)

26. Turn on the **Select** radio button for the desired person.

27. Click **Choose Selected User**.

Purchasing Page – Cart Assignees Tab

28. Turn on the **Preferred** radio button if the you are going to assign most of your draft carts to this person for ordering.

**Additional Information**

You may also set-up a **Dept Ref #** (Department Reference Number) as part of your browser profile. This value is used for departmental tracking or identification purposes. It applies to the entire order and will appear in the Header sections of the M-marketsite ePro Requisition, the Purchase Order, and the PO Voucher. The edit fields for the Dept Ref # are available from the **Custom Fields** tab on the **Purchasing** page.

⚠️ With subsequent uses of the M-marketsite Browse Only system, the Web site opens at the **Home** page. Click **my profile** in the M-marketsite Menu bar to access your browser profile to update or add information.