M-marketsite Browse Only: Browser Profile Set-up

Overview
The first time you select **M-marketsite Browse Only** from Wolverine Access, you are directed to set-up your M-marketsite browser profile including:

- Name and contact information in User’s Name, Phone Number, Email, etc.
- Assign Cart notifications in Email Preferences.
- ShortCode(s) and Ship To address in Default User Settings.

Your profile allows you to create a shopping cart, assign (i.e., transfer) it to a person in your unit responsible for placing the order in the M-Pathways system, and receive system e-mails on your cart’s progress.

Navigation
https://wolverineaccess.umich.edu/

Wolverine Access > University Business > **M-Marketsite Browse Only**

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.
3. Click on your user name in the top banner.

4. Click View My Profile.

5. Type the appropriate information in the following fields on the User’s Name, Phone Number, Email, etc. page.
   - First Name
   - Last Name
   - Phone Number (including country and area code e.g., 1 734 555 6198)
   - E-mail Address (i.e., uniqname@umich.edu)

6. Click Save.

7. Click Notification Preferences.

8. Click Shopping, Carts, and Requisitions.

9. Click Edit Settings.
Note: The Assigned Cart Deleted Notification and Cart/PR rejected/returned has been activated by default.

10. Click the Override radio button for Assigned Cart Processed Notification.

11. Select Email from the drop-down field.

12. Click Save Changes.

Note: Steps 13 – 27 are optional, but are recommended in order to reduce data entry.

13. Click User Information and Settings.

14. Click Custom Field and Accounting Code Defaults.

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

16. Click Create New Value.

17. 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.

18. Click Save.

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

19. Click Default Addresses.
20. Verify that the **Ship To** tab is selected or click it.

21. Click **Select Addresses for Profile** to add Ship To information to your profile.

22. Type a location code or full building name in the **Address Name** field.

**Note:** You can type a partial value with a wildcard in the **Nickname/Address Text** field (e.g., 10080*, Wolverine*) to search for the Ship To information.

23. Click **Search**.

24. Select the radio button for the desired **Address**.

25. 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). The field is limited to 30 characters, including spaces, symbols, and punctuation.

26. Type a phone number of the person who is to receive the delivery in the **Phone Number** field.

27. Click **Save**.

28. Click **Cart Assignees**.
Cart Assignees Page

29. Click **Add Assignee**.

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

User Search Window

30. Type the uniqname of the person to whom you want to send draft shopping carts in the **User Name** field.

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

31. Click **Search**.

User Search Window (continued)

32. Click on the Name of the desired person.

Cart Assignees Page

33. Click **Set as Preferred** if 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 Field and Accounting Code Defaults** page.

With subsequent uses of the M-marketsite Browse Only system, the Web site opens at the **Home** page. Click on your user name in the top banner, and then click **View My Profile** to access your browser profile and update or add information.