

CREATING & USING FAVORITES LISTS

Purpose

Use this Quick Reference Guide to view the steps for creating and using Favorites lists.

- There are several ways Favorites lists can be created:
 - By selecting Favorites under the Manage Orders dropdown menu
 - Or by selecting Add to Favorites from a Product Detail Page, Check Price & Availability page, or Checkout page
- Favorites lists differ from Saved Orders.
 - Saved orders include delivery method and address information
 - Favorites lists do not include delivery information
 - Price & Availability checks can be done from Favorites lists, but not Saved Orders
- Price & availability checks can be done directly from a Favorites list.
- Items can also be added to the Cart directly from a Favorites list.

Steps to Create a NEW Favorites List

1. Start on the Whirlpool Portal Home page. Click Manage Orders.

Whirlpor	PORTAL			
I'm looking for		٩		
Product Catalog	Price & Availability	Manage Orders	Reports & Resources	
d.	WhirtPool ADUNTAE Lear	ning ann ann an ann	and a second and a second a s	

2. Select Favorites.

Quick Brand Champion Order
Favorites
Saved Orders
Import Cart
Change Order
Return & Markdown
Request
Quotes



3. Click on the Create New Favorites List button.



- 4. **Enter the model numbers** for the items you want on the Favorites list. Hit **Enter** to add the item to the list.
 - Additional lines will be added to the form as you enter the model numbers.

More rows will automatically once this form has been sub	appear once these are filled. List options can be configured mitted.	Reset Form	Create List
PRODUCT	QTY		
Enter SKU	ī		×
Enter SKU			×
Enter SKU	111		×

5. Select **Create List** after entering desired model numbers.

More rows will automatically a once this form has been subm	appear once these are filled. Lis hitted.	ions can be configured Reset Form Cre	ate List
PRODUCT	QTY		
WTW5000DW		4.3 cu.ft Top Load Washer with Quick Wash, 12 cycles MSRP: \$849.00	3
WED5000DW	1	7.0 cu.ft Top Load Electric Dryer with Wrinkle Shield" Plus MSRP: \$849.00	3
WMH31017HS	1	1.7 cu. ft. Microwave Hood Combination with Electronic Touch Controls MSRP: \$339.00	



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- 6. **Enter a name** for the Favorites list and select whether the list is Private (only visible to you) or not (visible to users with access to the account).
 - A quote number can also be entered to tie to the Favorites list.

Create New Favorites List			
More rows will automatically appear once the once this form has been submitted.	se are filled. List options can be configured	Reset Form	Create List
PRODUCT		×	
	Add to Favorites	^	
	NAME:		
	Floored Models	ck Wash, 12 cycles	
WTW5000LW	Private		×
	QUOTE NUMBER (SELECT)		
	QUANTITY: 5		
	Ad	id	
	_	h Wrinkla Shield™ Plue	
WED5000DW		it willike Shield Plus	×
WMH31017HS	1.7 cu. ft. Microwave Ho	ood Combination with Electronic Touc	h 😛
	MSRP: \$339.00		

7. Click **Add**. A confirmation message will then appear toward the top of the page.

uct(s) successfully added to favorites list			
Create New Favorites	List		
More rows will automatically once this form has been sub	appear once these are filled. List options can be configured nitted.	Reset Form	Create List
PRODUCT	QTY		
Enter SKU	1		×
Enter SKU	1,		×



Adding Items to an Existing Favorites List

1. From the Product Detail Page, Check Price & Availability Page, or Checkout Page, select **Add to Favorites** for desired model(s).

Model: WML55011H	B e Hood Combination	🖂 Send Email 🛛 🖶 Print
	Add to Favorites • New LIST • EXISTING LIST NAME:	Color: Black Major Appliance Acrive MSRP: \$469.00
+ - ° <	Private QUOTE NUMBER (SELEOT) PRODUCT SKU: WML55011HB QUANTITY: 1	Quantity: 1 Recheck Price & Availability Note: Availability dates are based on delivery method and ZIP/Postal code specified. Availability may vary by area
Product Description Find a better fit for your kitchen with thi smoke, odor and moisture like a standa	Ac s st rd hood. Save space with a low profile design that fits in th	Add to Cart

2. Select **Existing List** and choose desired list from the dropdown menu.

Whirlpool Model: WML55011HB 1.1 cu. ft. Low Profile Microwave F	lood Combination	💟 Send Email 🖷 Print
+ - ° < 🔜 📰 🕅	Add to Favorites	Color: Black Major: Appliance Active MSRP: \$469.00 Quantity: 1 Recheck Price & Availability Note: Availability dates are based on delivery method and ZIP/Postal code specified. Availability may vary by area
Product Description Find a better fit for your kitchen with this sr smoke, odor and moisture like a standard fi same space as your undercabinet hood but purposeful capacity and 1,000-wattcooking	QUANTITY: 1 Add C can still cook all the essentials with 1.1 cubic feet of power.	Add to Cart Add to Favorites COMPARE (0)



3. Click Add. A confirmation message will then appear toward the top of the page.



Checking Price & Availability from a Favorites List

1. Start on the Whirlpool Portal Home page. Click Manage Orders.

Whirlpoo	PORTAL
I'm looking for	Q
Product Catalog	Price & Availability Manage Orders Reports & Resources
d	Whirtpipol ADVANTAGE Learning

2. Select Favorites.

Quick Brand Champion Order
Favorites
Saved Orders
Import Cart
Change Order
Return & Markdown
Request
Quotes



3. Select the Favorites list that you'd like to view by clicking on the list's name.

II V MERGE FAVORITES A PRIVATE & I Floored Models Yes 7	TEMS IN LIST 🔶 CRE	REATED 🔶 LAST UPD	
Floored Models Yes 7			VIED VECCIE
	06/0	6/04/2019 06/05/20	19 🗙
Refrigerators Yes 2	06/0	6/05/2019 06/05/20	19 🗙

4. Then click Check Price & Availability.

4	Favorites	List Details				
FA FI D	VORITES (MODIFY) oored Models elete List	PRIVATE LAST UPDATED Yes Jun 5, 2019 10:37 AM	QUANTITY 7	QUOTE NUMBER (SELECT)	Check Price & Av	allability Is To Cart
~	PRODUCT		QTY	ESTIMATED DELIVERY	PRICE PER UNIT	DELETE
8	FT 2 30	WTW5000DW 4.3 cut 17 op Load Washer with Quick Wash, 12 cycles Color: When C MSRP: 584 op Msgor appliance	1			×
8		WEDS000DW 7.0 cu/h Top Load Electric Dryer with Winkle Shield" Plus Color Whete Color Whete Color Mayor Applance MSRP 3849.00 Major applance	1			×
8		WMH31017HS 1.7 cu. ft. Microwave Hood Combination with Electronic Touch Controls Color: Stanianes Steel MSPR 5339.00 Maior applance	1			×

5. The **Price** and **Estimated Delivery** date will then display for all items on the list.

Favorites List Details							
FAV Flo	/ORITES (MODIFY) pored Models	PRIVATE LAST UPDATED Yes Jun 5, 2019 10:37 AM		QUANTITY QUOTE NUMBER (SELECT) 7		Check Price & Availability Add Selected Items To Cart	
~	PRODUCT			QTY	ESTIMATED DELIVERY	PRICE PER UNIT	DELETE
	A 8 8 99	WTW5000DW 4.3 cu ft Top Load Washer Color: White MSRP: \$849.00 Major appliance Active	r with Quick Wash, 12 cycles	1	Est. Delivery: 06/10/2019 Qty: 1	\$599.00	×
R		WED5000DW 7.0 cuft Top Load Electric Color: White MSRP: \$84.00 Major appliance Active	Dryer with Wrinkle Shield** Plus	1	Est. Delivery: 06/10/2019 Gty: 1	\$599.00	×