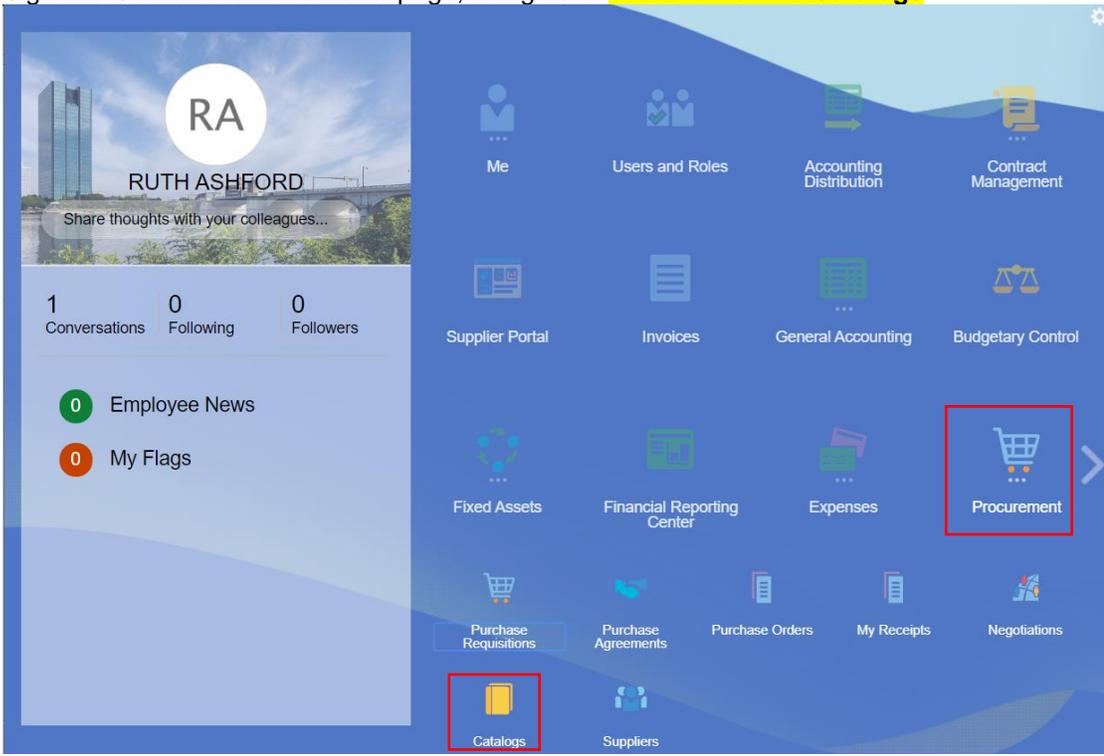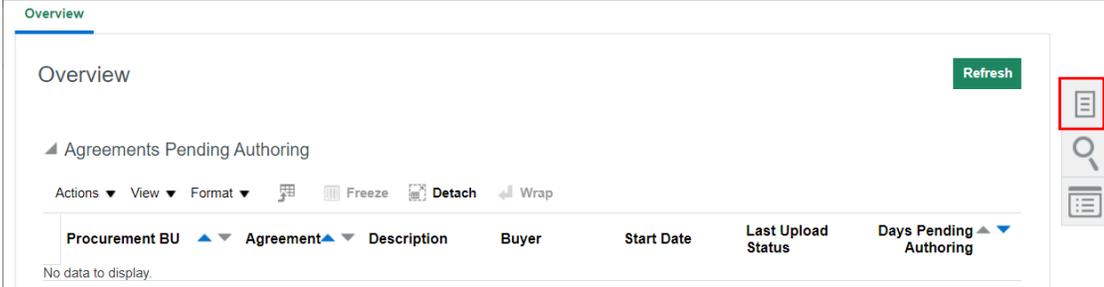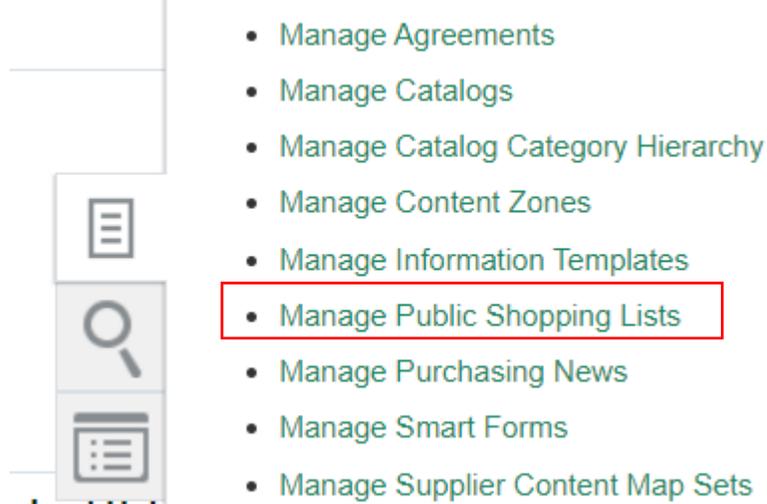# Create Public Shopping List

Audience: Purchasing Catalog Administrator

Purpose: Catalog administrators create public shopping lists to make related groups of items available to preparers for requisitioning. For example, a list could contain office supplies or items for a new hire. The availability of a public shopping list is based on the Procurement Business Unit in which the list is created in, and whether the preparer has been granted access to the list.
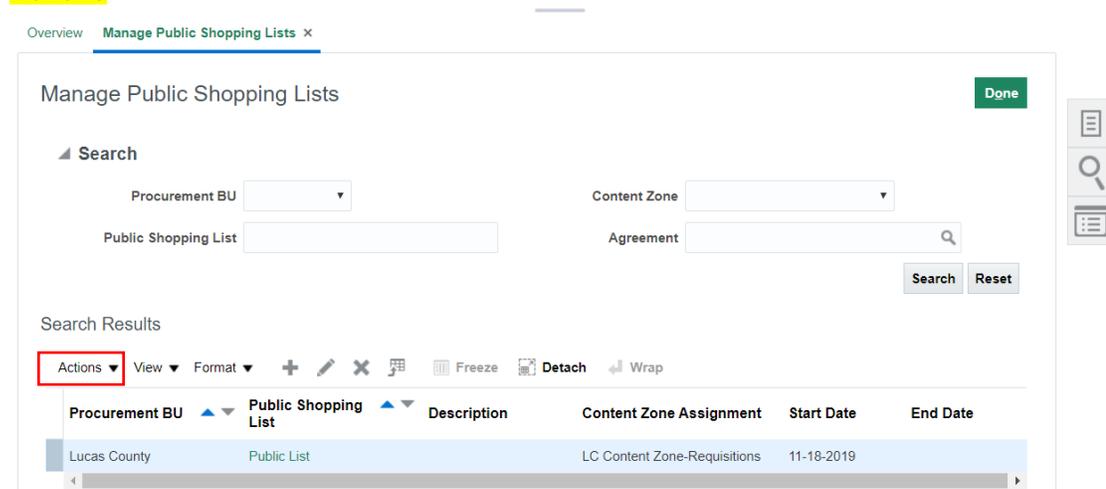
(Individuals can also create **My Shopping Lists**, your own personal shopping lists that allow you to quickly requisition items that you order frequently.)

Step	Action
1	Sign into Oracle. From the Home page, navigate to <mark>Procurement -> Catalogs</mark>.
	In the Overview page, click the <mark>Task</mark> list button.

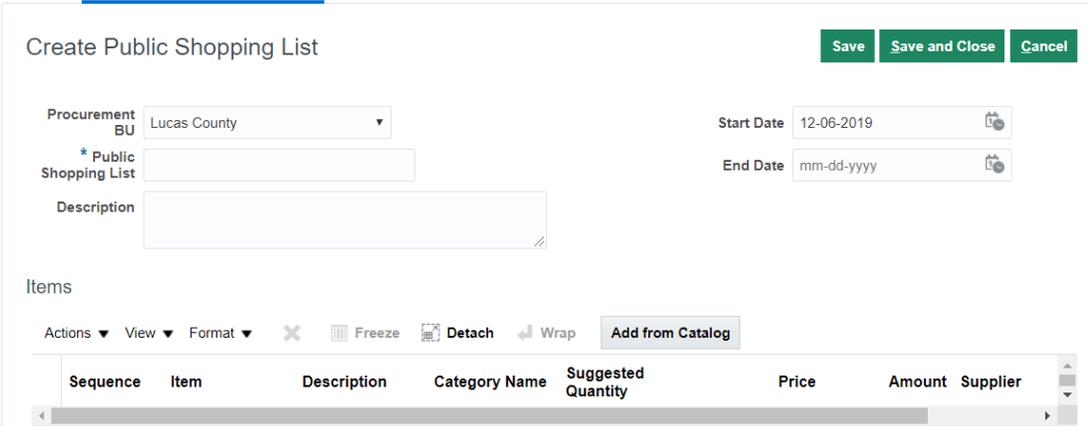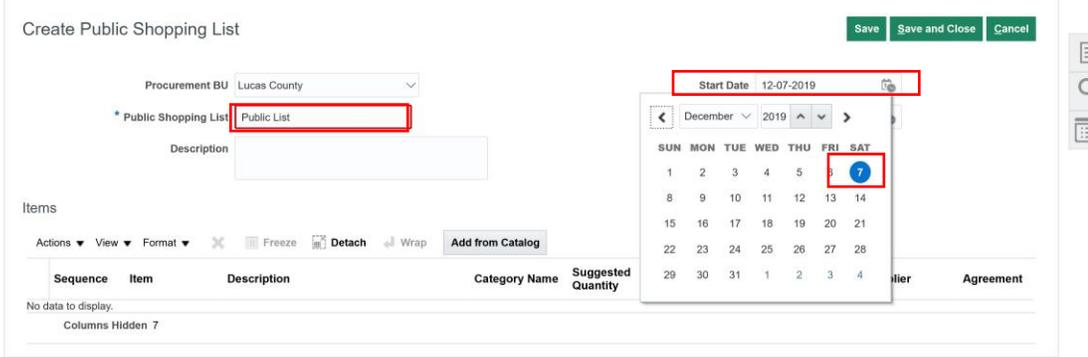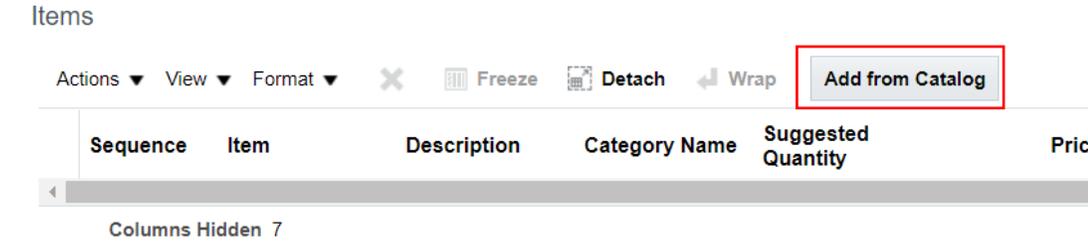| 2	Click on the **Manage Public Shopping Lists** link.

3	The Manage Pubic Shopping Lists page displays. As Public Shopping Lists are created, they will display in the Search Results section below. From the Search Results section, click **Actions**.

	From the Actions menu, select **Create**.

4	The Create Pubic Shopping List page displays with Lucas County as default **Procurement Business Unit**. Click in the **Public Shopping List** field, and enter a required name for the shopping list.
5	Click in the **Description** field and enter description for the Public Shopping List.
6	The **Start Date** indicates the date that this list can begin to be used, and defaults to the current date. Click within the field and change the date to a future date by navigating through the calendar popup, if required.
7	The **End Date** field can be left blank, or you can click within the field and choose another future date.
8	In the Items section, click on the **Add from Catalog** button. This will allow you to search from punchout catalogs available to Lucas County.
9	The Catalogs display from which to choose. You can search for items by category using the Shop by Category dropdown, or search by item name entering search criteria.

Catalog

Enter search criteria (item name) in the Search box, then click the **Search** icon.

| 10 | From the resulting search results, you can select multiple lines by holding down the control key Ctrl and highlighting lines. Once an item is selected, the Product Details page displays. |

Review details of the item.

If needed, modify the quantity by clicking in the quantity field and entering a number other than 1.

	Click the **Add to Shopping List** button.
11	Click the **Complete** button.
12	Click the **Save and Close** button.
13	Click the **OK** button.
14	Click on the **Tasks** icon.
15	Click the **Manage Content Zones** link.

16	The Manage Content Zones screen is displayed. Select the line for the LC Content Zone - Requisitions zone to edit. Click the **Edit** button or click the **Actions** menu then **Edit**.
17	Click the ⊞ icon to add a row. **Content Zone > Public Shopping List.**
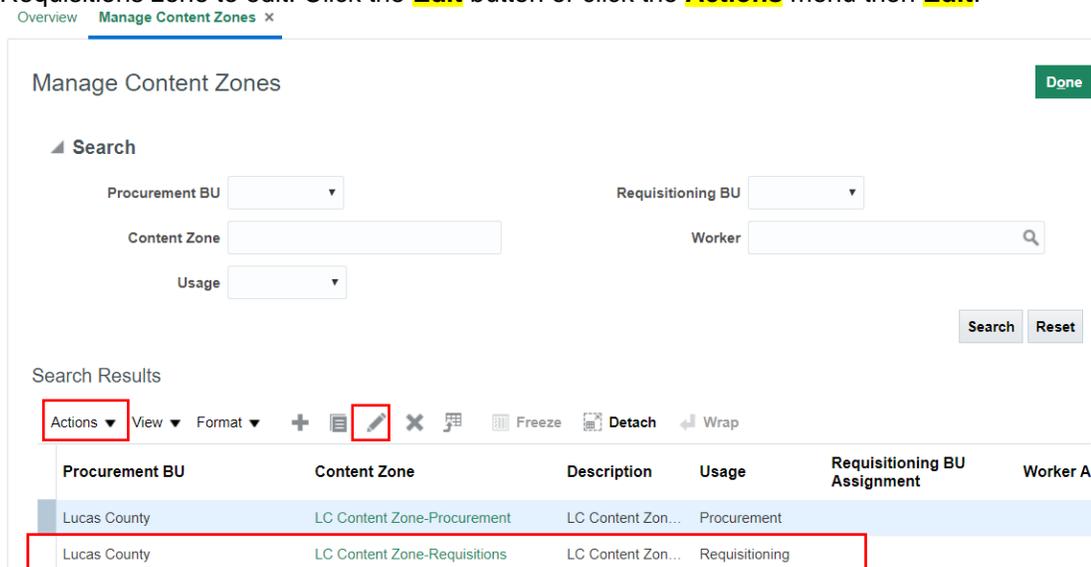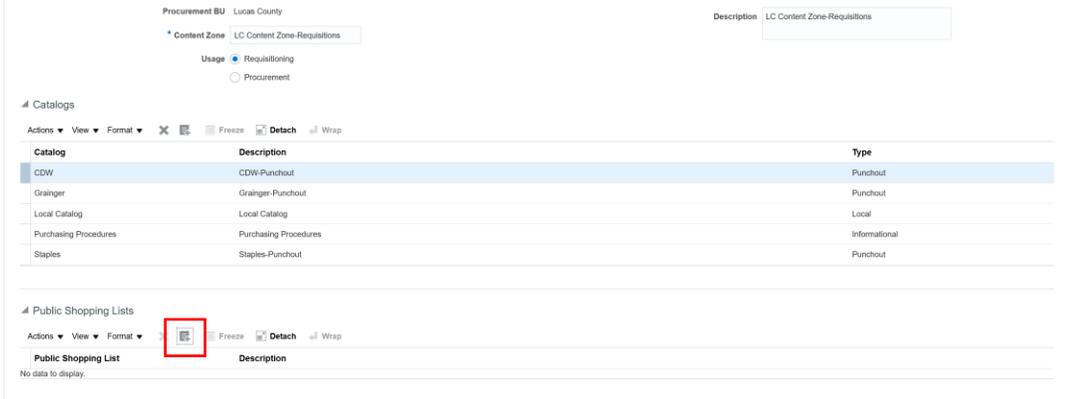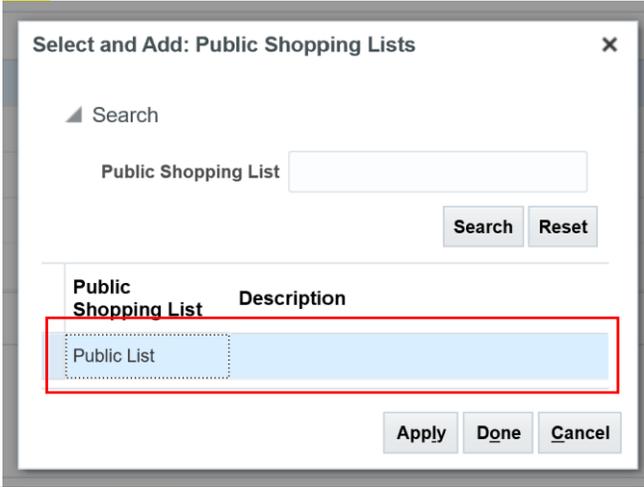
18	The Select and Add Public Shopping List screen is displayed. Click on the **Public Shopping List** name.
19	Click the **Apply** button.
20	Click the **Done** button.
21	Click the **Save and Close** button.
22	Click the **OK** button.
23	Click the **Save and Close** button. Confirmation message is displayed
24	Click the **OK** button. The Manage Content Zones screen is displayed
25	Click the **Home** icon.