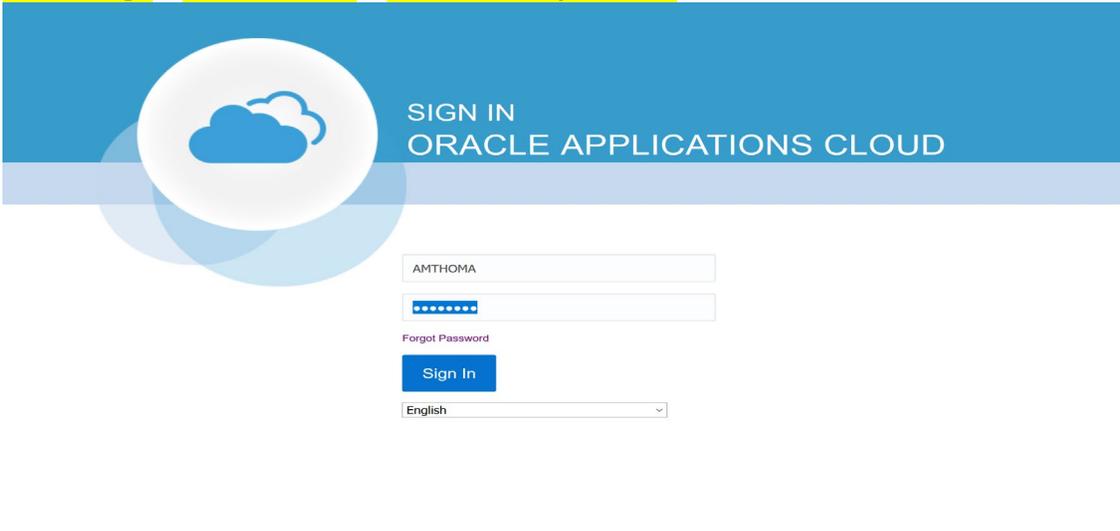


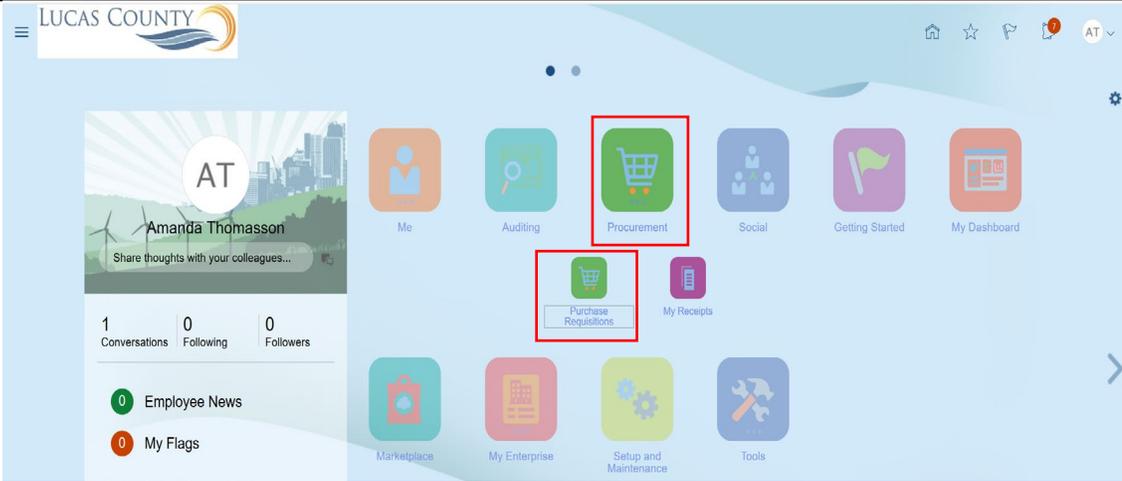
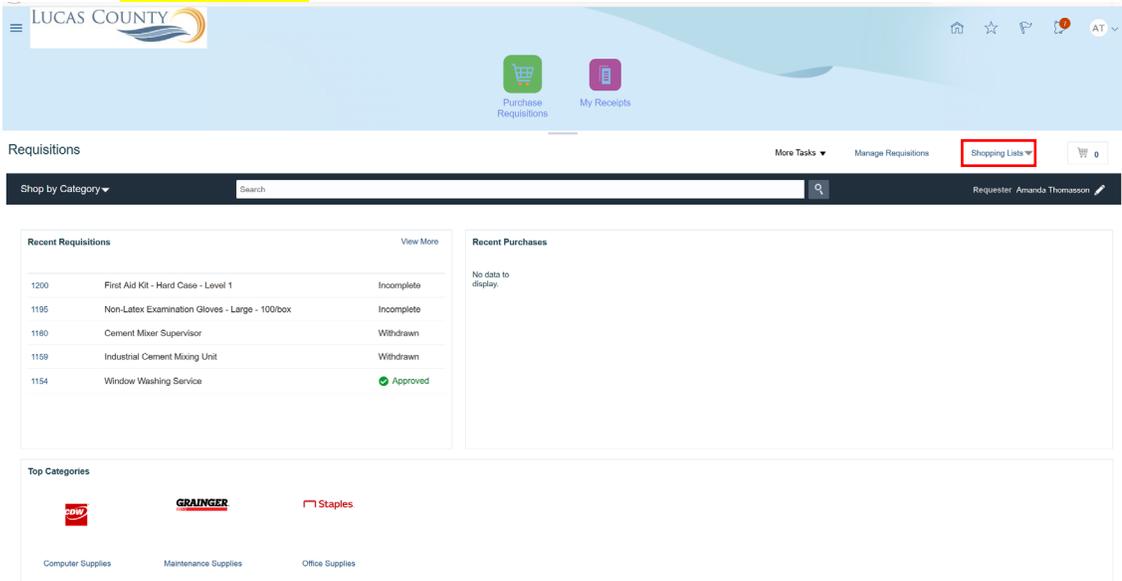
Create Personal Shopping List as a Requester

Audience: Requester, Buyer

Purpose: A shopping list is a collection of items created by preparers or requesters. Shopping lists allow you to quickly requisition items that you order frequently.

When adding an item to a shopping list in the Add to Shopping List dialog, you can create a new list easily. In the **Shopping Lists** page, click **Manage My Shopping Lists** and create a new personal shopping list. Items can be added to a personal shopping list in a number of ways. In the **Shopping Lists** page, view a shopping list by selecting it from **My Shopping Lists**. Select items in the list and click **Add to Another Shopping List**. Alternatively, when viewing an item after searching or comparing, select **Add to Shopping List** from the item's menu. This job aid will assist you with creating a personal shopping list as a Requester.

Step	Action
1	<p>Log into Oracle</p> <p>Home Page > Procurement > Purchase Requisitions</p> 

	
<p>2</p>	<p>Click the Shopping Lists link.</p> 
<p>3</p>	<p>Click the Create Shopping List button.</p> 
<p>4</p>	<p>The Manage My Shopping Lists Window appears. The '+' icon represents adding a row. Click the Add Row button.</p>
<p>5</p>	<p>Add a description and click Save and Close.</p>
<p>6</p>	<p>Click in and enter information into the Search field.</p>
<p>7</p>	<p>Click the Search button.</p>

- 8 From the catalog entries appearing in the search list, select each item to be added to the personal shopping list. Hold the **Ctrl** key as you click each item to select multiple items.

Description	Price (USD)	UOM	Quantity	Amount
Non-Latex Examination Gloves - Large - 100/box	8.20	Each	1	8.20 USD
Non-Latex Examination Gloves - Medium - 100/box	8.20	Each	1	8.20 USD
Non-Latex Examination Gloves - Small - 100/box	8.20	Each	1	8.20 USD
Non-Latex Examination Gloves - X-Large - 100/box	8.20	Each	1	8.20 USD
NITRILE BLACK GLOVE PF	0.00	Each	1	0.00 USD
Non-Latex Examination Gloves - Medium - 100/box	8.20	Each	1	8.20 USD
Non-Latex Examination Gloves - Small - 100/box	8.20	Each	1	8.20 USD
Non-Latex Examination Gloves - X-Large - 100/box	8.20	Each	1	8.20 USD
NITRILE BLACK GLOVE PF	0.00	Each	1	0.00 USD
Non-Latex Examination Gloves - Large - 100/box	8.20	Each	1	8.20 USD

- 9 Click the **Add to Shopping List** menu.

View **Add to Cart** **Add to Shopping List** **Add to Compare**

Description

Non-Latex Examination Gloves - Large - 100/box

- 10 Select the name of the shopping list to be added to from the drop-down list. Click **Save and Close**.

- 11 Note the confirmation message. Click the **OK** button.

- 12 Navigate to the **Shopping Lists** menu and click the link to select the saved shopping list from the menu selection.

Requisitions

More Tasks Manage Requisitions Shopping Lists

Shop by Category Search **First Aid**

Recent Requisitions View More Recent Purchases

1200 First Aid Kit - Hard Case - Level 1 Incomplete No data to display.

- 13 From the items in the list, select each item to be added to the requisition. Hold the **Ctrl** key as you click each item to select multiple items.

Shopping Lists

Done  0

Manage My Shopping Lists

My Shopping Lists

Public Shopping Lists

First Aid Supplies - Countywide

First Aid (3 Items)

Search Shopping Lists

View

Description	Price (USD)	UOM	Quantity	Amount
Non-Latex Examination Gloves - Medium - 100/box	8.20	Each	1	8.20 USD
Non-Latex Examination Gloves - Small - 100/box	8.20	Each	1	8.20 USD
Non-Latex Examination Gloves - X-Large - 100/box	8.20	Each	1	8.20 USD

14 Click the **Add to Cart** button.

15 Click the **Shopping Cart** icon and click the **Review** button.

16 Review the items added to the requisition from the shopping list.

Edit Requisition: 1201

Shop

Requisitioning BU Lucas County

Description Non-Latex Examination Gloves - Medium - 100/box

Justification

Requisition Amount 24.60 USD

Approval Amount 24.60 USD

Funds Status Not reserved

Attachments None

* State Contract - If yes, please insert Contract Number No

State Contract Number

* Sole Source - If yes please attach proof of Sole Source No

* Resolution Attached No

* Will Services be performed on Lucas County property? No

Requisition Lines

Actions View Format

Line	Description	Category Name	Quantity	UOM Name	Price	Amount (USD)	Funds Status	Delete
1	Non-Latex Examination Gloves - Medium - 100/box	345	1	Each	8.20 USD	8.20	Not reserved	<input type="button" value="X"/>
2	Non-Latex Examination Gloves - Small - 100/box	345	1	Each	8.20 USD	8.20	Not reserved	<input type="button" value="X"/>
3	Non-Latex Examination Gloves - X-Large - 100/box	345	1	Each	8.20 USD	8.20	Not reserved	<input type="button" value="X"/>
Total						24.60		

Rows Selected 1 Columns Hidden 8