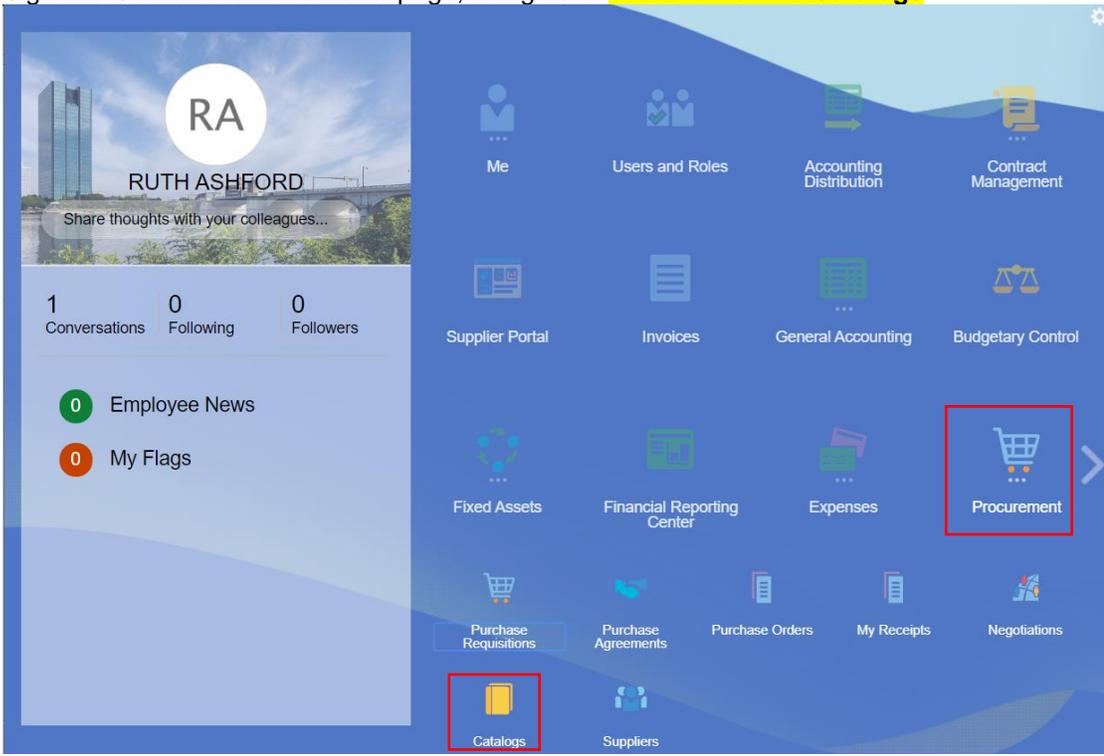
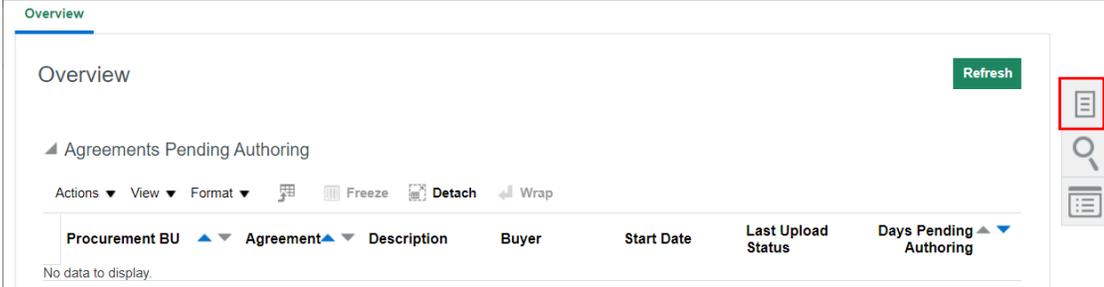


## Create Public Shopping List

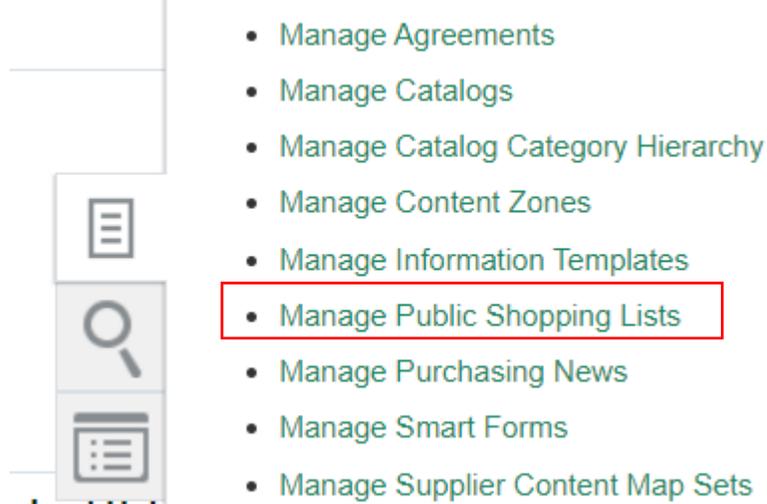
**Audience:** Purchasing Catalog Administrator

**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.

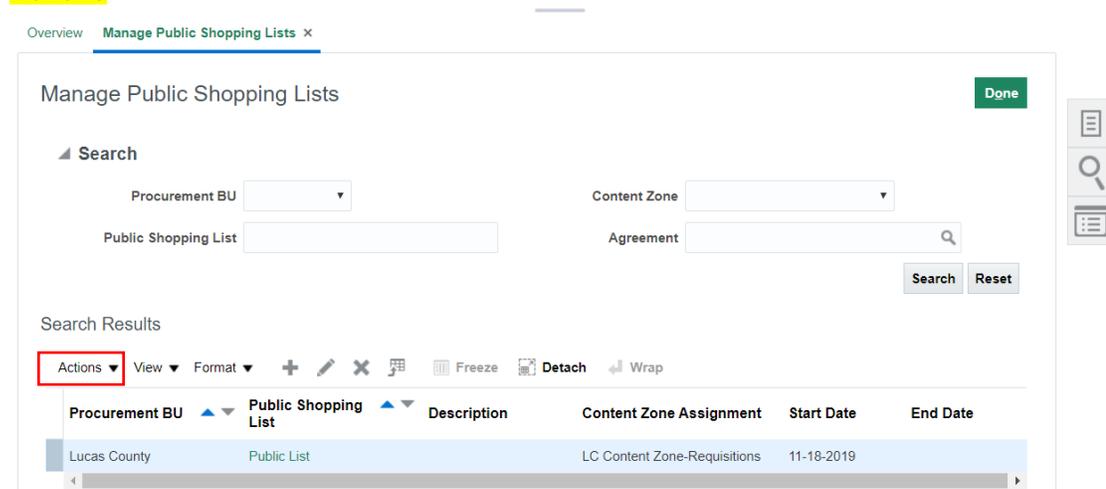
(Individuals can also create **My Shopping Lists**, your own personal shopping lists that allow you to quickly requisition items that you order frequently.)

Step	Action
1	<p>Sign into Oracle. From the Home page, navigate to <b>Procurement -&gt; Catalogs</b>.</p>  <p>The screenshot shows the Oracle Home page for user RUTH ASHFORD. The 'Procurement' icon, represented by a shopping cart, is highlighted with a red box. Below it, the 'Catalogs' icon, represented by a folder, is also highlighted with a red box.</p>
	<p>In the Overview page, click the <b>Task</b> list button.</p>  <p>The screenshot shows the Oracle Overview page. The 'Task' list button, represented by a list icon, is highlighted with a red box in the right-hand sidebar.</p>

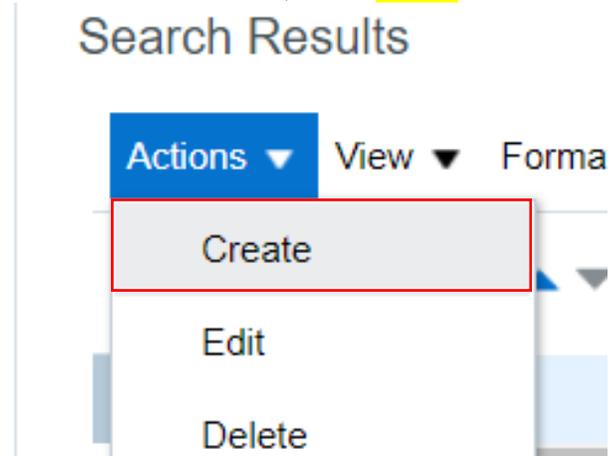
2 Click on the **Manage Public Shopping Lists** link.

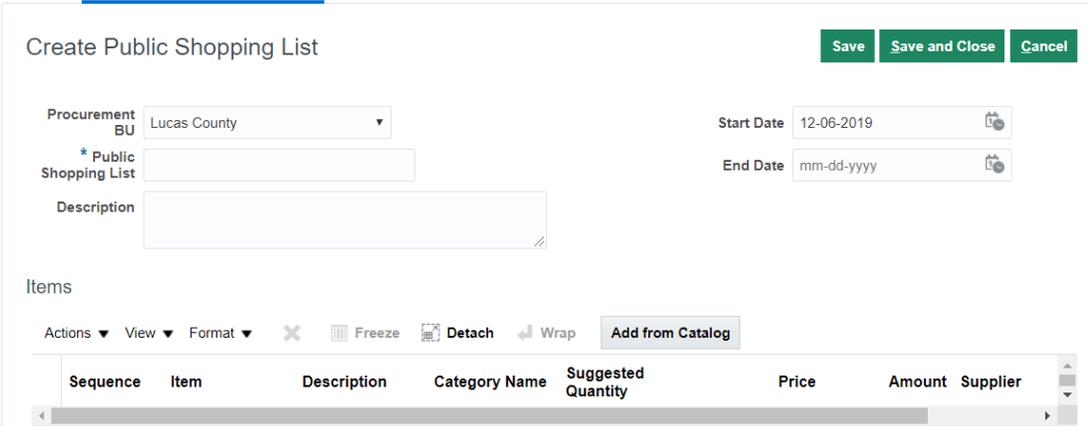
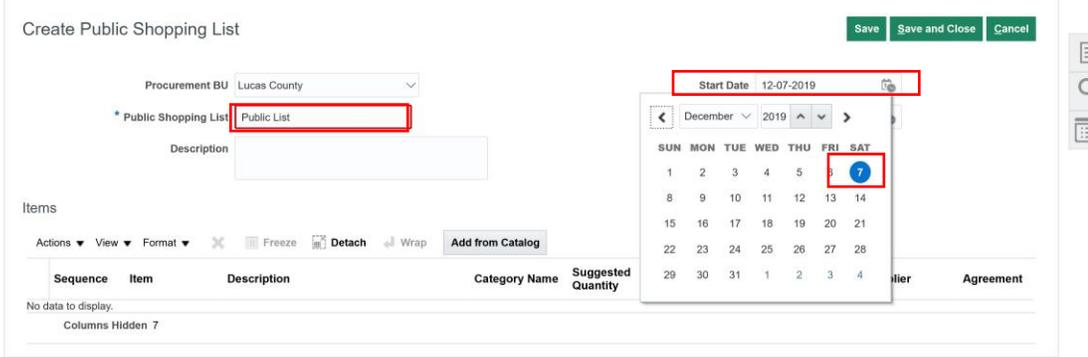
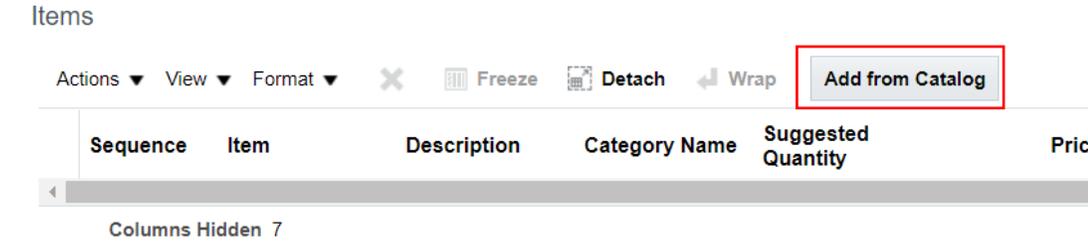


3 The Manage Public Shopping Lists page displays. As Public Shopping Lists are created, they will display in the Search Results section below. From the Search Results section, click **Actions**.



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



<p>4</p>	<p>The Create Public Shopping List page displays with Lucas County as default <b>Procurement Business Unit</b>. Click in the <b>Public Shopping List</b> field, and enter a required name for the shopping list.</p> 
<p>5</p>	<p>Click in the <b>Description</b> field and enter description for the Public Shopping List.</p>
<p>6</p>	<p>The <b>Start Date</b> 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.</p> 
<p>7</p>	<p>The <b>End Date</b> field can be left blank, or you can click within the field and choose another future date.</p>
<p>8</p>	<p>In the Items section, click on the <b>Add from Catalog</b> button. This will allow you to search from punchout catalogs available to Lucas County.</p> 
<p>9</p>	<p>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.</p>

Catalog

Shop by Category ▾ Search 

**Top Categories**

Computer Supplies Maintenance Supplies Office Supplies

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



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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.

Search Results **Done**

Shop by Category ▾ perl  Expand Search

Categories Hide Filters   0 Clear

Brand

OH & S SAFETY (1)

Price

-  **Go**

View ▾  Complete Cancel

**Description**

Pen Lights with Pupil Gauge

**Public Shopping List**

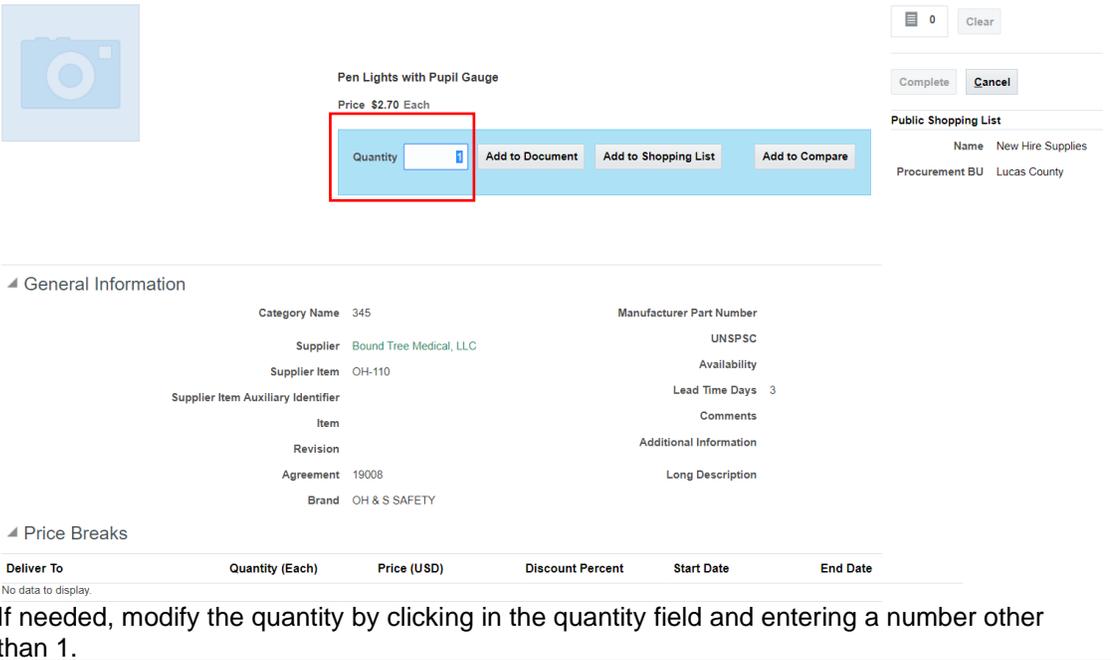
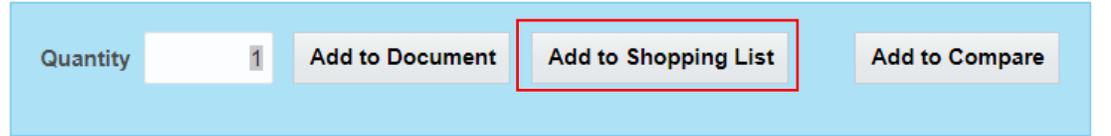
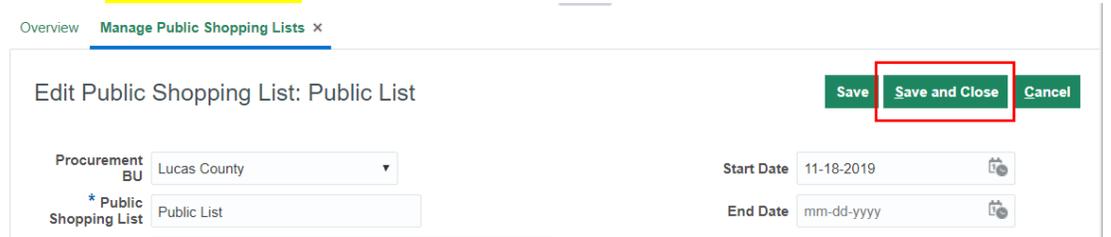
Name New Hire Supplies

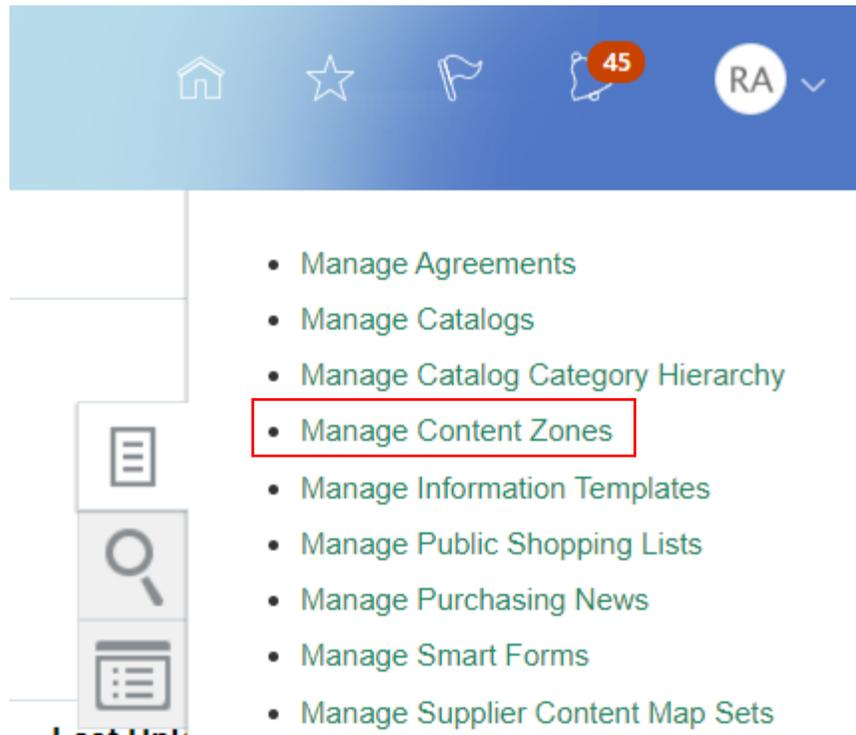
Procurement BU Lucas County

Expand Search

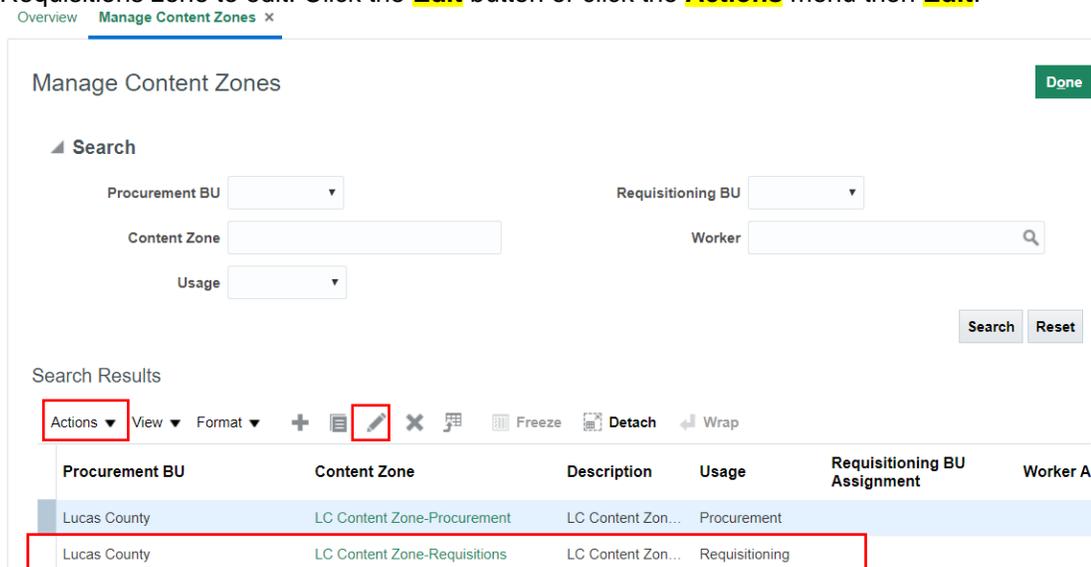
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Review details of the item.

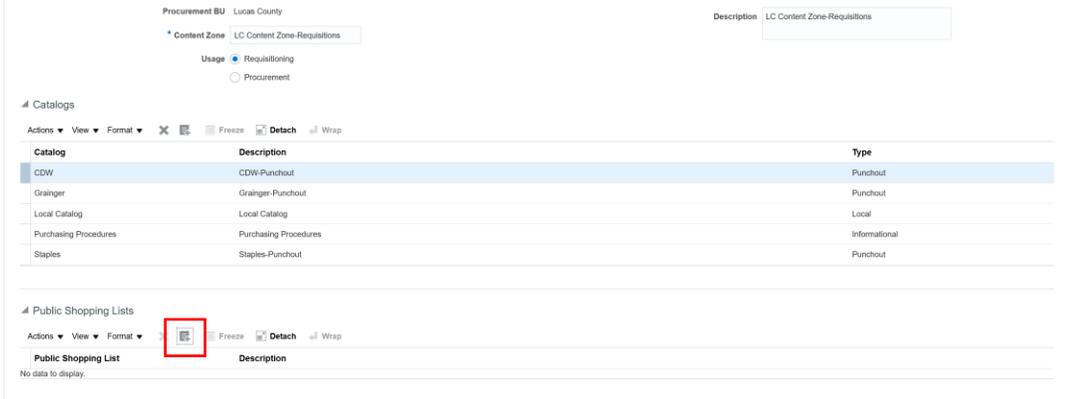
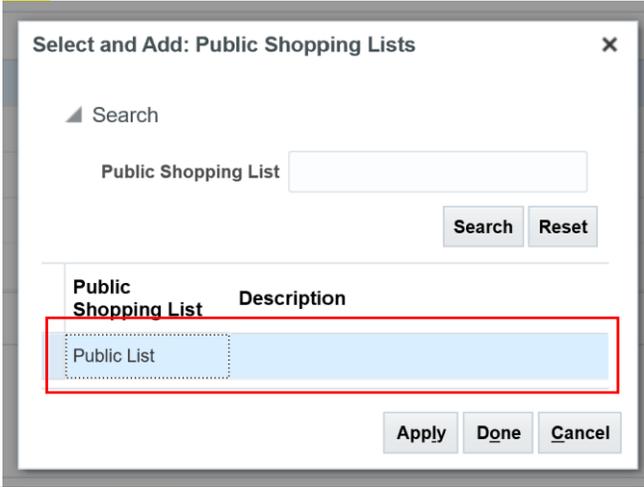
	 <p>Pen Lights with Pupil Gauge Price \$2.70 Each</p> <p>Quantity <input type="text"/> Add to Document Add to Shopping List Add to Compare</p> <p>Complete Cancel</p> <p>Public Shopping List Name New Hire Supplies Procurement BU Lucas County</p> <p>General Information</p> <table border="1"> <tr> <td>Category Name</td> <td>345</td> <td>Manufacturer Part Number</td> <td></td> </tr> <tr> <td>Supplier</td> <td>Bound Tree Medical, LLC</td> <td>UNSPSC</td> <td></td> </tr> <tr> <td>Supplier Item</td> <td>OH-110</td> <td>Availability</td> <td></td> </tr> <tr> <td>Supplier Item Auxiliary Identifier</td> <td></td> <td>Lead Time Days</td> <td>3</td> </tr> <tr> <td>Item</td> <td></td> <td>Comments</td> <td></td> </tr> <tr> <td>Revision</td> <td></td> <td>Additional Information</td> <td></td> </tr> <tr> <td>Agreement</td> <td>19008</td> <td>Long Description</td> <td></td> </tr> <tr> <td>Brand</td> <td>OH &amp; S SAFETY</td> <td></td> <td></td> </tr> </table> <p>Price Breaks</p> <table border="1"> <thead> <tr> <th>Deliver To</th> <th>Quantity (Each)</th> <th>Price (USD)</th> <th>Discount Percent</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td colspan="6">No data to display.</td> </tr> </tbody> </table> <p>If needed, modify the quantity by clicking in the quantity field and entering a number other than 1.</p>	Category Name	345	Manufacturer Part Number		Supplier	Bound Tree Medical, LLC	UNSPSC		Supplier Item	OH-110	Availability		Supplier Item Auxiliary Identifier		Lead Time Days	3	Item		Comments		Revision		Additional Information		Agreement	19008	Long Description		Brand	OH & S SAFETY			Deliver To	Quantity (Each)	Price (USD)	Discount Percent	Start Date	End Date	No data to display.					
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11	Click the <b>Complete</b> button.																																												
12	<p>Click the <b>Save and Close</b> button.</p> 																																												
13	Click the <b>OK</b> button.																																												
14	Click on the <b>Tasks</b> icon.																																												
15	Click the <b>Manage Content Zones</b> 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	<p>The Select and Add Public Shopping List screen is displayed. Click on the <b>Public Shopping List</b> name.</p> 
19	Click the <b>Apply</b> button.
20	Click the <b>Done</b> button.
21	<p>Click the <b>Save and Close</b> button.</p> 
22	Click the <b>OK</b> button.
23	Click the <b>Save and Close</b> button. Confirmation message is displayed
24	Click the <b>OK</b> button. The Manage Content Zones screen is displayed
25	Click the <b>Home</b> icon.