



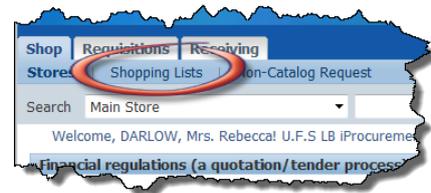
Creating Favorite Non-Cat Shopping Lists

You can also add the item to your favourites by clicking on **Add to Favorites**. This will save you time when requesting that item again.

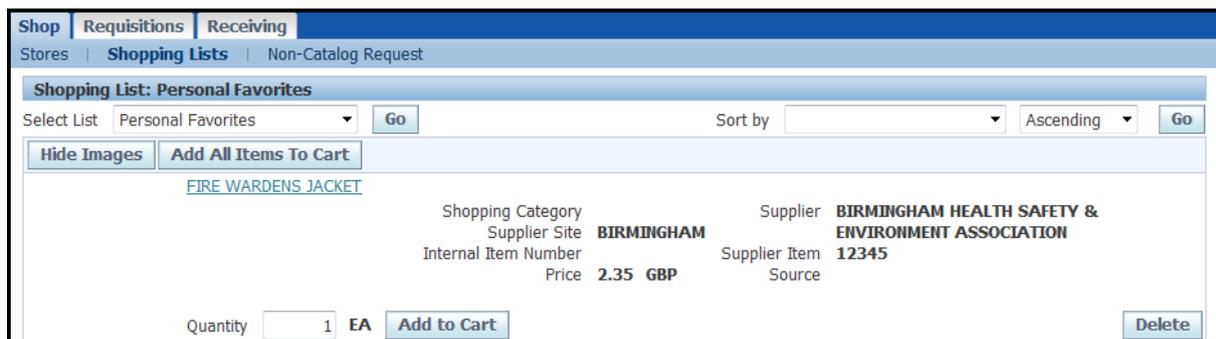
Once you have completed steps 1-10 of creating a Non-Catalog requisition you can add the item to your favourites by clicking on **Add to Favorites**. A message will display advising you that the item has been added to your shopping list.

To add a favourite item from your shopping list to your cart:

1. Click on **Shopping Lists**.



2. List of favorite items will display.



3. Amend the **quantity** if need-be.
4. Click on **Add to Cart** for a specific item or click **Add All Items To Cart**, if applicable.
5. Click **View Cart** and **Checkout**
6. The items will then be displayed in your shopping cart.

7. From the shopping cart, you can then amend the price, if it has changed since the last time you ordered that item, quantity and description.

