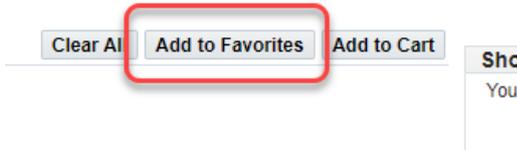




## Creating Favourite Non-Catalog Lists

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

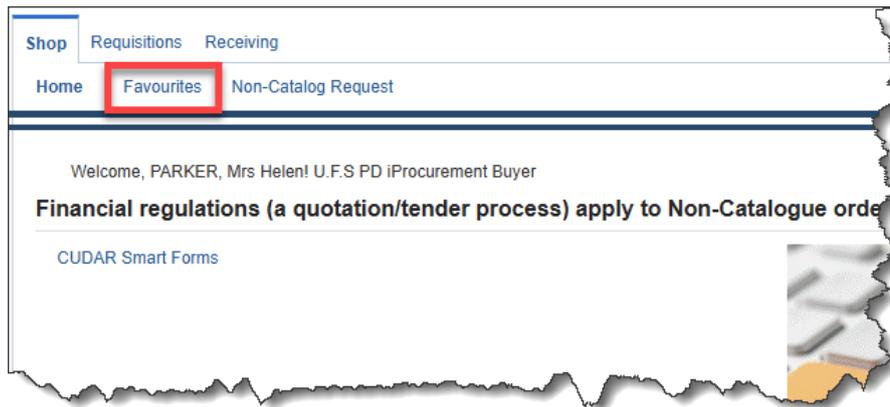
Once you have completed steps 1-10 of creating a Non-Catalog requisition you can add the item to your favourites by clicking on **Add to Favourites**.



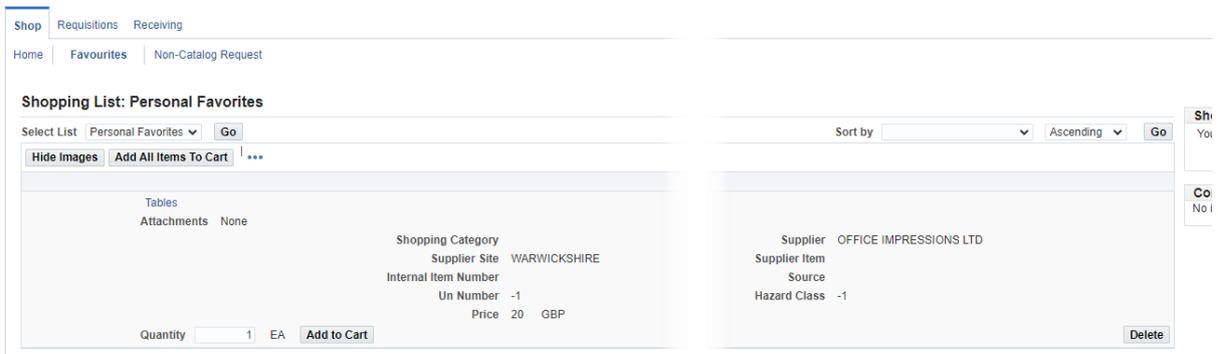
A message will display advising you that the item has been added to your favourites list.

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

1. Click on **Favourites**.



2. List of favourite 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.

### Shopping Cart

\* Description

\* Deliver-To location

\* When do you need these items?

TIP Home Delivery - Do not provide personal data such as home address to suppliers via email. Personal data should only be entered at checkout when attaching the text note to supplier.

Tax Classification Code

TIP If manually entering a tax code, you MUST press Tab to ensure it is selected

Hide Delivery and Billing

Delivery		Billing	
* Requester	<input type="text" value="PARKER, Mrs Helen"/>	Project	<input type="text"/>
		Task	<input type="text"/>
		Award	<input type="text"/>
		Expenditure Type	<input type="text"/>
		Expenditure Organization	<input type="text"/>
		Expenditure Item Date	<input type="text"/>
		Charge Account	<input type="text" value="U.PD.PDAA.AAAA.EFCZ.0000"/>
		GL Date	<input type="text" value="11-Oct-2024"/>

Line	Item Description	Supplier Item Number	Unit	Quantity	Price	Amount (GBP)	Delete
1	<input type="text" value="Tables"/>		EA	<input type="text" value="1"/>	<input type="text" value="20"/> GBP	20.00	
Total						20.00	