

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.

Shop F	Requisitions R	eceiving
Home	Favourites	Non-Catalog Request
Wel	come, PARKER	, Mrs Helen! U.F.S PD iProcurement Buyer
Finan	cial regulati	ions (a quotation/tender process) apply to Non-Catalogue orde

2. List of favourite items will display.

Shop Requisitions Receiving		
Home Favourites Non-Catalog Request		
Shopping List: Personal Favorites		Sh
Select List Personal Favorites V Go	Sort by 🗸 Ascending 🗸 Go	You
Hide Images Add All Items To Cart		
		Co
Tables		No i
Attachments None	Supplier OFFICE IMPRESSIONS LTD	
Supplier Site WARWICKSHIPE	Supplier form	
	Supplier term	
internal tern winner	source	
Un Number -1	Hazard Class -1	
Price 20 GBP		
Quantity 1 EA Add to Cart	Delete	



- 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.

* Description Table	Tables						
* Deliver-To location PD	<u>⊿</u> Q						
* When do you need these items? 18-00	18-Oct-2024 00:00:00						
TIP Home Delivery - Do not provide personal checkout when attaching the text note to :	data such as home address to supplier.	o supplier	s via email. P	ersonal data shou	ld only be entere	ed at	
Tax Classification Code SR20.09	% × •						
TIP If manually entering a tax code, you MUS	T press Tab to ensure it is sele	ected					
Hide Delivery and Billing							
Delivery	Billir	ng					
* Requester PARKER, Mrs He	elen 🔄 Q		Proj	ect	L	Q,	
			Ta	isk		Q	
			Awa	ard		Q,	
		Ex	penditure Ty	pe	2	Q,	
	E	xpenditu	re Organizat	ion	N	Q	
		Expend	liture Item D	ate		ũ.	
			harge Acco	unt U.PD.PDAA	AAAA.EFCZ.00	000	
						1 in	
			GL D	ate 11-Oct-2024	4	- 10 A	
			GL D	ate 11-Oct-2024	4		
Line Item Description	Supplier Item Number	Unit	GL D	11-Oct-2024 Price	4 Amount (GBP)	Delet	
Line Item Description	Supplier Item Number	Unit	GL D Quantity 1	11-Oct-2024 Price	4 Amount (GBP) 20.00	Delet	