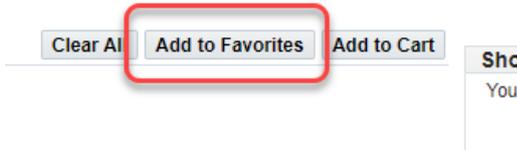# *Creating Favourite Non-Catalog Lists*

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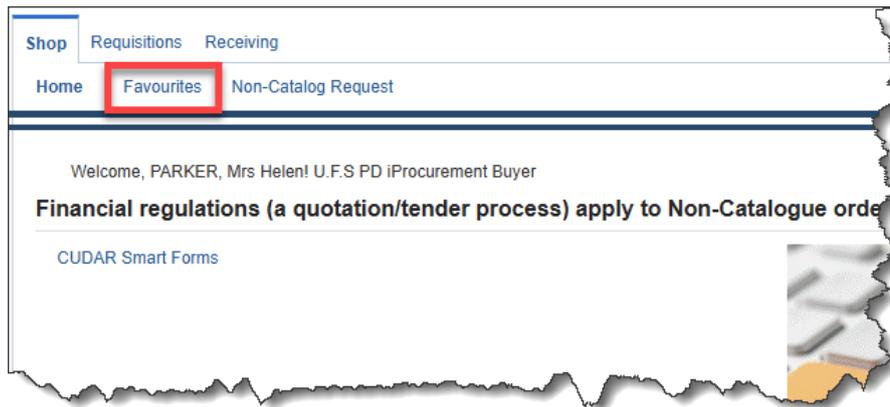
Once you have completed steps 1-10 of creating a Non-Catalog requisition you can add the item to your favourites by clicking on **Add to Favourites**.
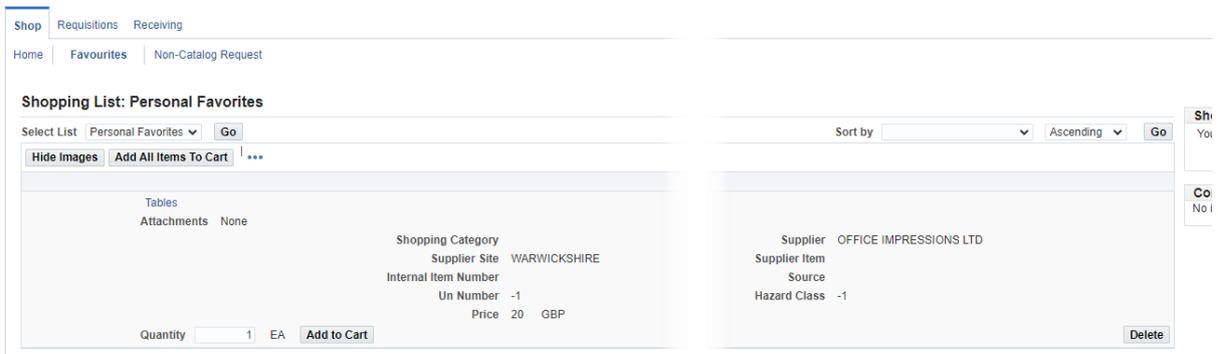

A message will display advising you that the item has been added to your favourites list.

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.