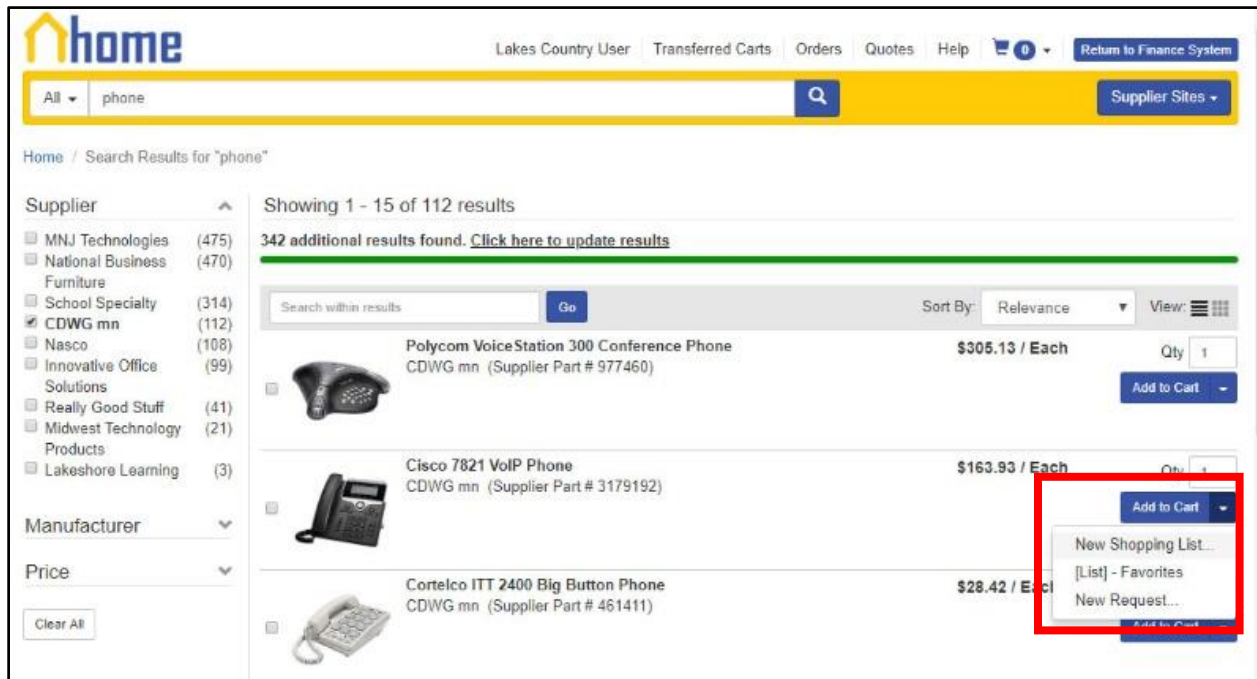


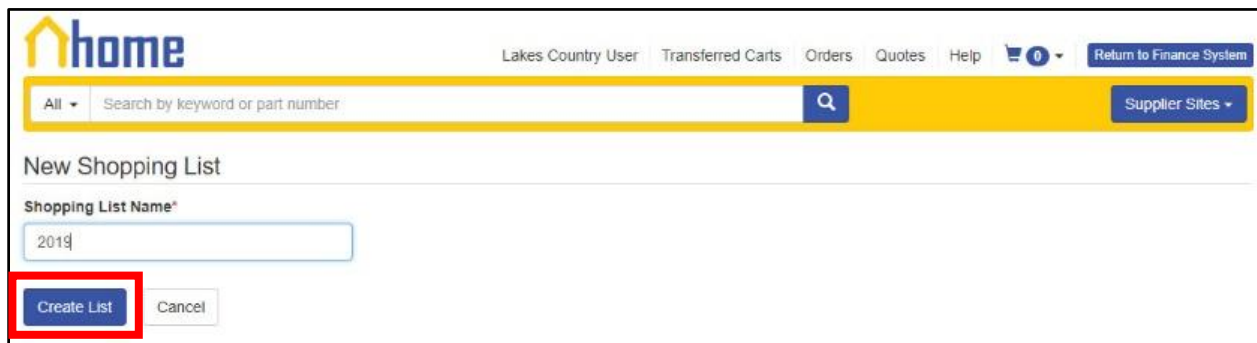
# Shopping Lists

As you are shopping and find an item to purchase, click **New Shopping List** in the **Add to Cart** dropdown menu.



The screenshot shows the 'home' website interface. At the top, there's a navigation bar with 'Lakes Country User', 'Transferred Carts', 'Orders', 'Quotes', 'Help', and a shopping cart icon. Below this is a search bar with 'All' and 'phone' entered. The main content area shows search results for 'phone', displaying three items: a Polycom VoiceStation 300 Conference Phone, a Cisco 7821 VoIP Phone, and a Cortelco ITT 2400 Big Button Phone. Each item has an 'Add to Cart' button. A red box highlights the dropdown menu for the 'Add to Cart' button of the Cisco 7821 VoIP Phone, which includes options for 'New Shopping List...', '[List] - Favorites', and 'New Request...'. The left sidebar contains filters for Supplier, Manufacturer, and Price.

On the next screen, you can name your shopping list. Then click **Create List**.



The screenshot shows the 'New Shopping List' form on the 'home' website. The form has a title 'New Shopping List' and a field for 'Shopping List Name\*' with the value '2019' entered. Below the field are two buttons: 'Create List' and 'Cancel'. A red box highlights the 'Create List' button. The top navigation bar is identical to the previous screenshot.

# xpress Shopping Lists

Now you can either keep shopping, share your list with a coworker or approver, or add the items to your shopping cart.

- To continue shopping, type your next item in the search bar.
- To share your list, click the **Share List** button on the right-hand side of the page.
- To add the items to your shopping cart, select the items using the checkboxes to the left of the items and then click **Add to Cart** underneath the list of items.

home Lakes Country User Transferred Carts Orders Quotes Help 0 Return to Finance System

All Search by keyword or part number Supplier Sites


Successfully added 1 item(s) to 2019

Shopping List - 2019 [Share List](#)

Note: Item prices are saved when added to this list, but may get updated periodically. All prices will be verified on checkout, except those imported from a supplier's punchout site.

Displaying 1 - 1 of 1 results

Search Email Items Export PDF Export CSV

<input type="checkbox"/>	Item	Price	Quantity	Item Total
<input type="checkbox"/>	 Cisco 7821 VoIP Phone CDWG mn (Supplier Part # 3179192)	\$163.93 EA	1	\$163.93

[Add to Cart](#) Remove Selected Update Quantities

Total: \$163.93

The next time you log in and need to find your list, hover over the shopping cart icon in the top-right corner. Then select **Shopping Lists**.

home Lakes Country User Transferred Carts Orders Quotes Help 0

All Search by keyword or part number

My Cart: \$0.00  
Shopping Lists

# Shopping Lists

From the Shopping Lists page, you can create a new shopping list, add an entire list to your shopping cart, or edit or delete any list. When you click on a list to view it, you will also be able to search the items within that list.



The screenshot shows the 'home' website interface. At the top, there is a navigation bar with the 'home' logo, user information 'Lakes Country User', and links for 'Transferred Carts', 'Orders', 'Quotes', and 'Help'. A search bar is located below the navigation bar. The main content area is titled 'Shopping Lists' and displays 'Displaying 1 - 1 of 1 results'. A 'New Shopping List' button is visible in the top right of the results area. Below this is a table with the following data:

	Name	Items	Total	Owner	Last Modified	Status	
	Favorites	8	\$69.02	Lakes Country User	01/16/2019 02:41 PM CST	Private	 Add to Cart

Please contact us if you have any questions:  
[info@purchasingconnection.org](mailto:info@purchasingconnection.org) or 888-739-3289.