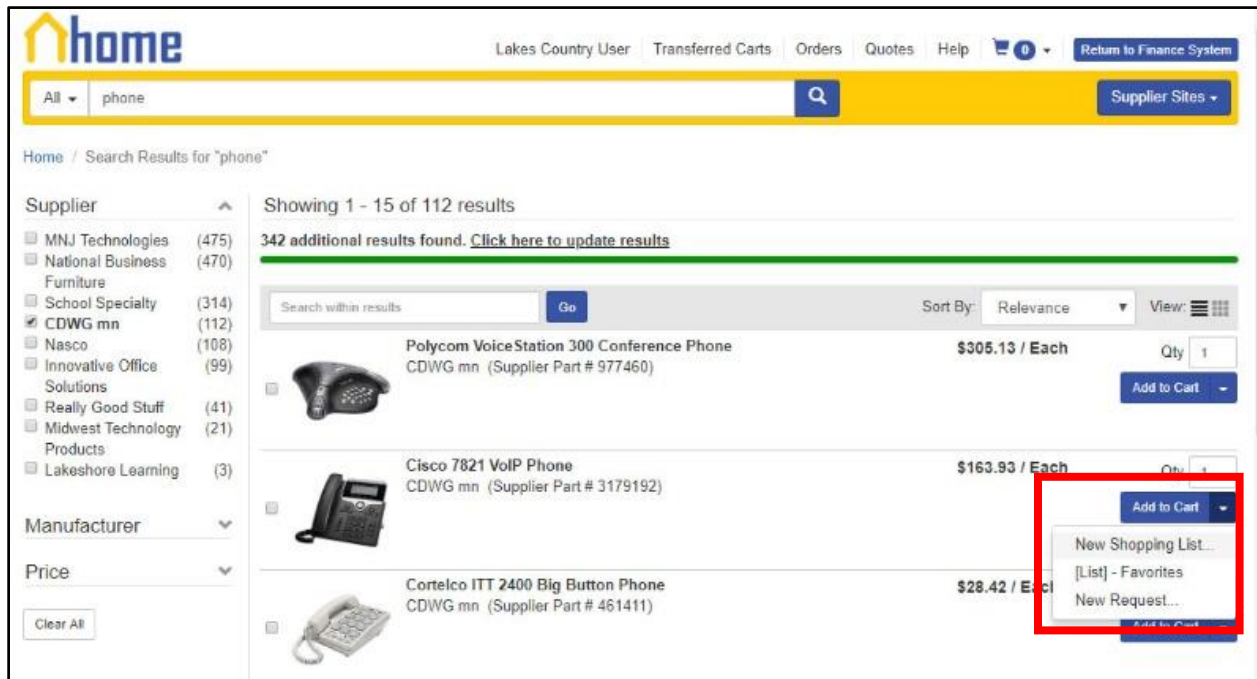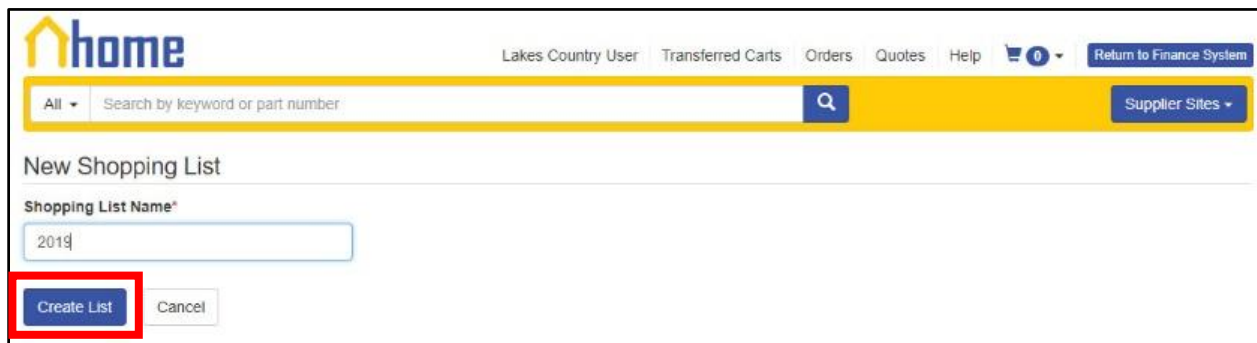# Shopping Lists

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

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

☒press **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.

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**.

Express 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.

Please contact us if you have any questions:
info@purchasingconnection.org or 888-739-3289.