

## Create a Shopping List

List to Requisition in **3** clicks

*Catalog Lists* are an optional function in *Vroozi Purchase* that help make it fast and easy to add frequently ordered *Internal Catalog* items to a request.

## CREATE A LIST

- 1. From the *Homepage*, click 'Lists' to reveal a drop down.
  - Select the default 'Favorites' list. This list will initially be empty.
     Proceed to step 3 to begin adding items to this list.
  - ✓ Select 'new list' to create and name a new list.

- My Lists
  Favorites
  new list
- 2. Name your 'new list' by clicking into the 'My List' field.
  - Example: Office Supplies, Weekly Snack Order, Phone Accessories)

Lists - Favorites	My List
Create list	Delete list No items currently in list. Get started here!
	Delete list

3. To begin adding items to your list by clicking the blue 'Get started here!' link.

VROZ	Category Catalog Search	$\rightarrow$	🖺 Lists 🛛 🕁 (0)
Lists - Favorites	Favorites		
Create list	No items currently in list. Get started here!		

4. Once an item has been identified, update the quantity of the item.



- **5.** Click on the yellow star icon next to the item description to reveal a drop-down menu of your lists. Select the name of the *List* you would like to add the item or service to.
  - Once the item is added to a *List the start icon will change to a checklist.*
- 6. Repeat steps 3-5 to add more items to the *List*.



## CONVERT A LIST TO A REQUEST

- 1. Click on the list icon and select your List.
- 2. Select which items from the list you would like to convert to your requisition.
  - 'Select All' or click individual boxes next to each item.

Lists - Pavorites - Office Supplies Create list	Office Supplies	Edit Name	
	Delete list Select all		
			SUPPLIER SUBTOTAL
	•	Z-Grip Neon Retractable Ballpoint Pen, Timm, Medium, Blue, Dozen Supplier Part Number: ZEB22920 Manufacturer Number: 22920 New low-viscosity ink provides smooth fluid writing, while the rubber grip provides total comfort	\$6.06 USD x 1 = \$6.06 USD * This item has a minimum order quantity of 1
		Easy Peel Inkjet Address Labels, 1 1/3 x 4, White, 350/Pack Supplier Part Number: V101162 Manufacturer Number: B162 NGREST Easy Peel Inkjet Address Labels 1 1/3 x 4 White 350/Pack	\$9.28 USD x 0 = \$92.80 USD * This item has a minimum order quantity of 1

- 3. Update the quantity. (if needed)
- 4. At the bottom of your list select 'Move to Request'.

0		Mechanical Pencil Xtra Comfort, .7mm, Assorted, Dozen Supplier Part Number: BICMPG11 Manufacturer Number: MPG11 BLK NGBEST Mechanical Pencil Xtra Comfort .7mm Assorted Dozen	\$5.92 USD x 4 = \$23.68 USD * This item has a minimum order quantity of 1
		Z-Grip Gel Stick Pen, Blue Ink, Medium, Dozen Supplier Part Number. ZEB42520 Manufacturer Number. 42520 Consistent, scratch-free write-out from durable steel tip.	\$6.25 USD x 5 = \$31.25 USD * This item has a minimum order quantity of 1
		Continuous, smooth ink flow. Easy-lock	Total Items: 22
	Delete selected Items	CREATE NEW REQUEST	Subtotal: <b>\$795.33</b> USD Move to Request

5. Complete your requisition and submit.