Access Shopping Lists

- 1. From the Account menu, hover the Shopping tab and select option Shopping Lists.
- 2. Underneath the main page's banner, click on View all in the Lists shortcut tile.

Messages	Live chat Ship to location	✓ Find Account					
Q O Ink & Toner		Account	Guick Add	Q Help	Cart		
Hello Jasmine! MONTREAL (178406)		Close	Shonning	n Lists	ista		
Shopping	Cart	Ļ	Shopping		J		
Orders	Rebates & Offers						
My Account	Shopping Lists			i			



Shopping Lists Types

- Shopping lists can be created by the system or by you.
 - System lists can contain:
 - All the items on your contract.
 - All the items of a monthly flyer.
 - Personal lists can contain:
 - Any combination of items you wish.

Personal lists can be shared with individual buyers or with specific accounts (if feature enabled).

Shopping Lists			Private			Create No	w List
List name	List note	Item Count	Date Created	Туре			
Coffee Break	System List - 8070	6	2023-05-30	Private	Add to Cart	Ø	ŵ
Core Items		3	2022-03-21	Private	Add to Cart	Ø	ŵ
System List - 8070	System List - 8070	107	2021-09-09	Global	Add to Cart	Ø	ŵ
System List - 8071	System List - 8071	130	2021-09-09	Global	Add to Cart	Ø	ŵ
System List - 8072	System List - 8072	182	2021-09-09	Global	Add to Cart	Ø	⑪
System List - 8747	System List - 8747	474	2021-09-09	Shared	Add to Cart	Ø	ŵ

Creating a Private Shopping List

• Click on the **Create New List** button.

Shopping Lists			Create New List		(Create Ne	w List
List name	List note	Item Count	Date Created	Туре			
Coffee Break		6	2023-05-30	Private	Add to Cart	Ø	ŵ
Core Items		3	2022-03-21	Private	Add to Cart	Ø	ŵ

- Provide a name for your shopping list.
 - Enter the English or French name, or both.



If nothing is entered in one of these fields, the system will automatically add the one name you entered in the other field when you'll save the list.

Product Presentation Options

Alphabetical by Code

• You can write a short French of English description in the appropriate List Note fields.

Back Create Shopping List		Save list
List Name English*	Line note	
Enter List Name French*	Enter Line Note Line note	
Enter List Name	Enter Line Note	

- Select one of the Product Presentation Options.
 - Alphabetical by Code;
 - Alphabetical by Item Description;
 - Sorted by entry order.
- Select the List Visibility type.
 - Private you are the only owner.
 - Global available to all buyers in your organization.

Alphabetical by Item Description

O Sorted by entry order

 Select the Shared button, to make a personal list available to other buyers.

List Visibility		
Private	Shared	🔘 Global

This feature may or may not be enabled in your buyer profile.



Creating a Private Shopping List

Share a Shopping List

- From the **Buyers** section, select individual buyers to share the list with.
 - Click the name of the chosen buyer in the Available box and move it in the Selected box using the arrows in the middle.

В	Buyers									
,	Available			:	Selected					
	First name	Last name			First name	Last name	Can edit			
	Aditi	Gakhar	-		Adrian	Codner				
	Adriana	Maiato								
	Adrianne Kricia	Tolentino		>						
	Adrieana	Radu		<						

• Check the Can Edit box to enable the buyer to modify the shared list.

Selected						
First name	Last name	Can edit				
Adrian	Codner					

- From the Customers section, select any accounts to authorize the buyers that place orders in them, to use your shopping list.
 - Move the client from the Available box towards the Selected box using the arrows in the middle.

Customers								
Available			Selected					
Client	Shipping name		Client	Shipping name				
178302	MISSISSAUGA EWAY.CA	Â	178304	CAMBRIDGE EWAY.CA				
178306	NEW BRUINSWICK EWAY.CA							
178308	NEWFOUNDLAND EWAY.CA	>						
178311	NORTH YORK EWAY.CA	<						



Add Products to a List

Three methods can be used to add products to a shopping list.

First Method

- In edit mode, from section Add items to list available at the bottom of the page, enter the quantity, the product number to add and click on the + button.
- Enter more items using the + button.
- Click on Save list.
 - The description, unit of measure and price of the added items display.

Quick Add	UN0122515		+)		+
Quantity	Product number	Description	UOM	Your price	Delete
1	LOG910002696	Logitech M525 Wireless Mouse - Black	Each	\$0.00	Ð
1	MMMMW858	3M Precise Mouse Pad with Gel Wrist Rest - Black - 8.5 in W x 9 in L x 0.7 in H (21.6 cm W x 22.9 cm L x 1.8 cm H)	Each	\$40.49	â
1	TRUNXC12M9A	TRU RED M7 12-Sheet Cross Cut Mail Mate Shredder	Each	\$175.13	Ð
Download Shop	ping List Save list				

Second Method

- In edit mode, from the Add Items to List section available at bottom of the page, click on the down arrow above the + button.
 - The quick add box displays.
- In the quick add box, enter the product code of each item, separated by a comma.
- Click on Save list.
- The description, unit of measure and price of the added items display.



Third Method

• From a product's detail page, select a name in the Add To Shopping List and click on Add To List.





Download a Shopping List in Excel

- 1. From the Account menu, hover the Shopping tab and select option Shopping Lists.
- 2. Select the shopping list by clicking on the **pencil** icon to edit the list.
- 3. Click the **Download Shopping List** button.
 - The list is automatically saved in the **Downloads** directory on your computer.

Back Edit Shopping List		Download Shopping List Save list
List Name		
English*	Line note	Download Shopping List
System List - 8070	System List - 8070	
French*	Line note	
Liste Système - 8070	Liste Système - 8070	

- The list contains the following information:
 - The English List Name
 - The French List Name
 - Product presentation options
 - The list visibility Information related to the products in the list:
 - Quantity
 - Product number
 - Description
 - Unit of measure
 - Price

1	A	B	c	D	E
1	English List Name	French List Name			
2	System List - 8070	Liste Système - 8070			
3					
4	English List Note	French List Note			
5	System List - 8070	Liste Système - 8070			
6					
7	Product Presentation Options				
8	Alphabetical by Code				
9					
10	List Visibility				
11	Global				
12					
13	Quantity	Product Number	Description	NON	Price
	0	AUX21202	NuDell Leatherette Document Frame and Certificate Holder - 8	Pack	\$0.00
14			1/2"L x 11"W - Black - 2 Pack		
15	0	AUX6415	Timekeeper 12" Wood Grain Finish Round Wall Clock	Each	\$0.00
16	0	CDMPP2WHT	Northern Specialty Plastic Padlock Seal - White - 500 Pack	Pack	\$107.49
17	0	CLZ19642000	Tensor LED Adjustable Pivoting Head Desk Lamp, 16.5" H, Silver (19642-000)	Each	\$0.00



Create an Order From a Shopping List

	Messages Li	ve chat Ship to location	★ MONTRE	AL (178406)	✓ Find Account		
Q	🕢 Ink & Toner		Account	Ouick Add	Q Help	ि Cart	
~	Hello Jasmine! MONTREAL (178406)		Close				
	Shopping	Cart		Shop	ping Lis	ts	
-	Orders	Rebates & Offers					
	My Account	Shopping Lists		8	11	_	

- From the Account menu, hover the Shopping tab and select option Shopping Lists.
- Click the **Name** of the list that contains the items you wish to add to the order.

Shopping Lists							w List
List name	List note	Item Count	Date Created	Туре			
Coffee Break	Coffee Break	3	2023-05-30	Private	Add to Cart	Ø	ŵ
Core Items	Conee break	3	2022-03-21	Private	Add to Cart	Ø	ŵ
System List - 8070	System List - 8070	107	2021-09-09	Global	Add to Cart	Ø	ŵ
System List - 8071	System List - 8071	130	2021-09-09	Global	Add to Cart	ø	ŵ

• Enter the product's quantity to order and click on the Add To Cart button.

Folgers Classic Roast Ground Coffee - 920g ***** *: (2 reviews) Brand: Folgers Item#: FGS060289 Add to Cart	\$16.99 Each
In Stock (Product usually ships next business day)	3 🗘 Add to Cart

- To add several items, enter all quantity of products to order and click their check box.
- Click the Add Selected link to add the specified products.

Shopping	list detail Showing 3 item	S	Coffee Break	V Sort I	29	~ 88 ≡
					Compare Selecte	d 🖢 Add Selected
	Q	Folgers Classic Roast Ground Coffee - 920g ★★★★ (2 millions) Brand: Folgers Remit: FOSG02899 O In Stack (Product usually ships next business day)	날 Ad	d Selected	3	\$16.99 Each
	Q	Nestle Coffee-mate - Original - 450g Powder ****** (I review) Enand: Coffee-mate Items: NFD062245 © In Stock (Product usually phys next business day)	3	Add to Cart	4	\$6.99 Each



Add an Entire Shopping List to the Cart

	Messages Li	ve chat Ship to location	* MONTRE	AL (178406)	✓ Find Account		
Q	🕗 Ink & Toner		Account	Quick Add	Q Help	Ъ Cart	
~	Hello Jasmine! MONTREAL (178406)		Close				
	Shopping	Cart		Shop	ping Lis	ts	
-	Orders	Rebates & Offers					
	My Account	Shopping Lists		8	11		

- From the Account menu, hover the Shopping tab and select option Shopping Lists.
- For the selected list, click the Add To Cart button.

Shopping Lists		Add to Cart			Create New List		
List name	List note	Item Count	Date Created	Туре			
Coffee Break		3	2023-05-30	Private	Add to Cart	Ø	ŵ
Core Items		3	2022-03-21	Private	Add to Cart	Ø	ŵ

Lists that contain 50 items or more and Flyer lists cannot be added directly to the cart.

Delete a Shopping List



- From the Account menu, hover the Shopping tab and select option Shopping Lists.
- For the selected list, click the Trash can icon.
- Click on **Proceed** to delete the list..

Shopping List	ts			[1		Create New List
List name	List note	Item Count	Date Created	Туре		
Coffee Break		3	2023-05-30	Private	Add to Cart	0 <u> </u>
Core Items		3	2022-03-21	Private	Add to Cart	@ 🖞

A flyer list cannot be deleted. These lists are automatically deleted when their end date has been reached.



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