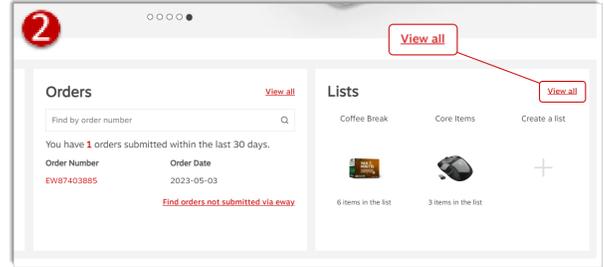
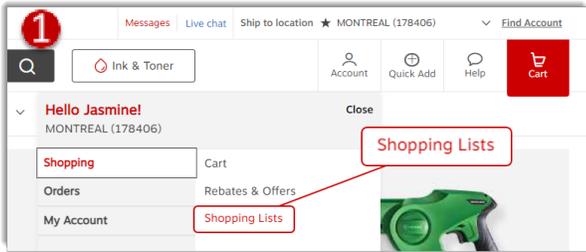




## Access Shopping Lists

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.



## 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.



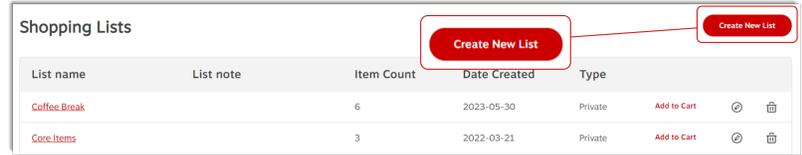
Personal lists can be shared with individual buyers or with specific accounts (if feature enabled).

List name	List note	Item Count	Date Created	Type	
Coffee Break		6	2023-05-30	Private	Add to Cart
Core Items		3	2022-03-21	Private	Add to Cart
System List - 8070	System List - 8070	107	2021-09-09	Global	Add to Cart
System List - 8071	System List - 8071	130	2021-09-09	Global	Add to Cart
System List - 8072	System List - 8072	182	2021-09-09	Global	Add to Cart
System List - 8747	System List - 8747	474	2021-09-09	Shared	Add to Cart



## Creating a Private Shopping List

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



- 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.

- You can write a short French or English description in the appropriate **List Note** fields.

Back Save list

**Create Shopping List**

List Name Line note

English\*   Line note

Enter List Name  Enter Line Note

French\*   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.

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.

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

List Visibility

Private  Shared  Global



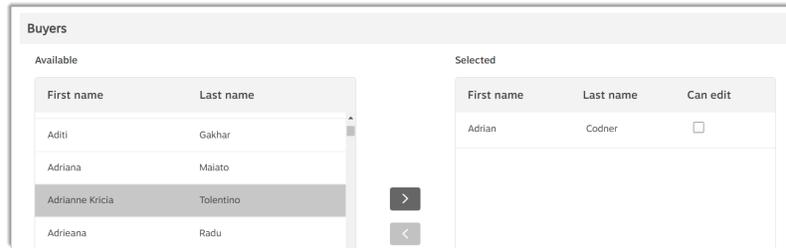
This feature may or may not be enabled in your buyer profile.



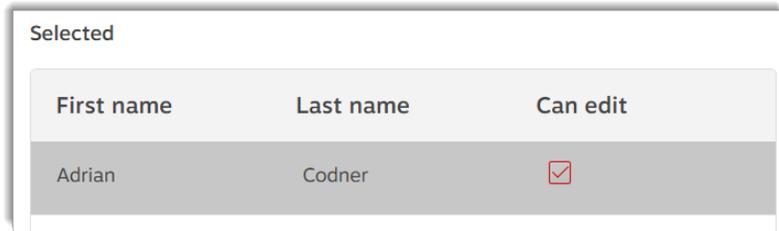
## Creating a Private Shopping List

### Share a Shopping List

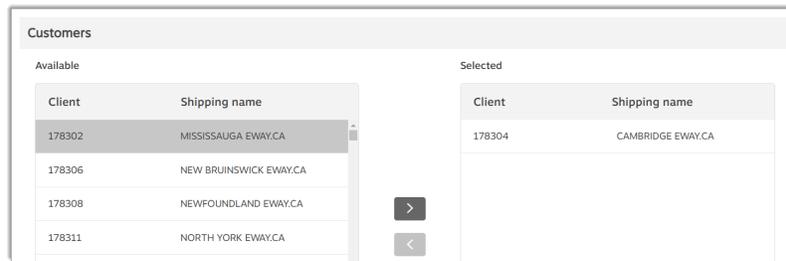
- From the **Buyers** section, select individual buyers to share the list with.
  - Click the name of the chosen buyer in the **Available** box and move it in the **Selected** box using the arrows in the middle.



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



- 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.



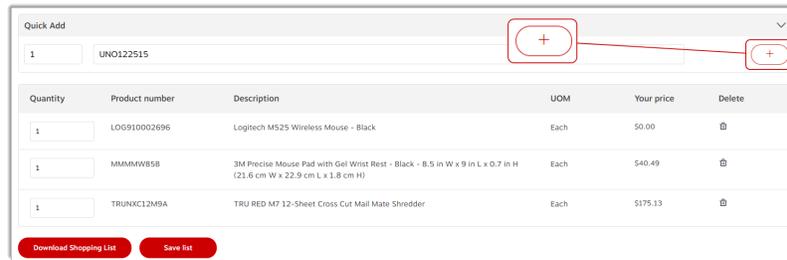


## Add Products to a List

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

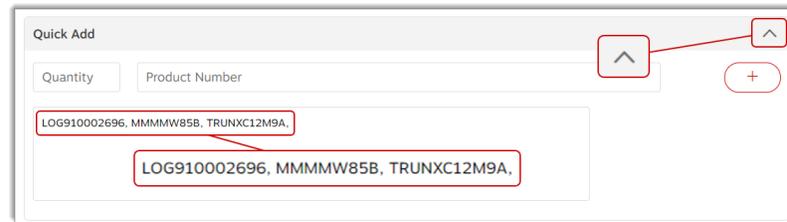
### First Method

- 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.



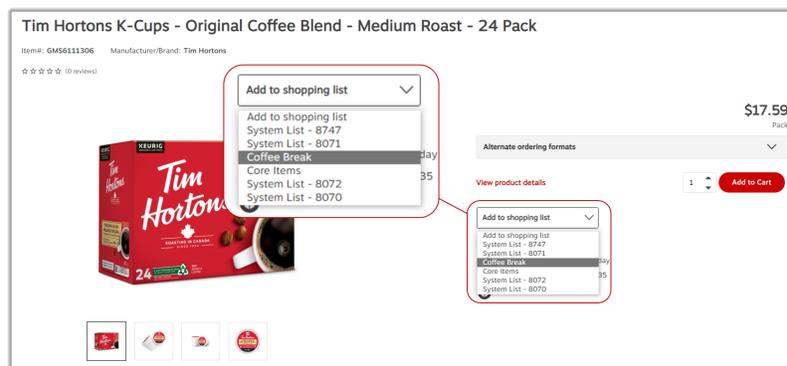
### Second Method

- 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

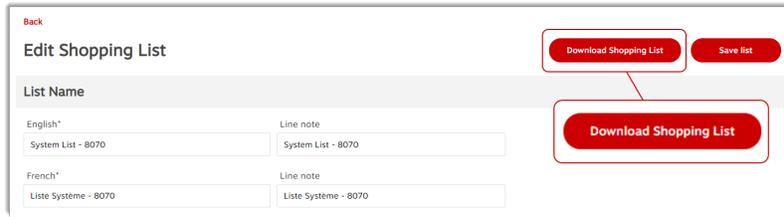
- From a product's detail page, select a name in the **Add To Shopping List** and click on **Add To List**.





## 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.

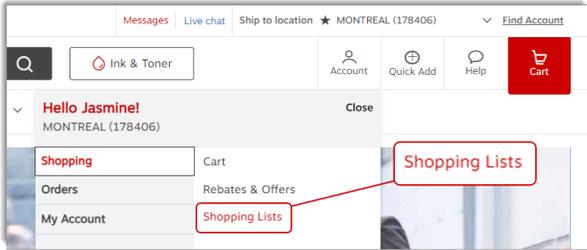


- The list contains the following information:
  - The English List Name
  - The French List Name
  - Product presentation options
  - The list visibility Information related to the products in the list:
    - Quantity
    - Product number
    - Description
    - Unit of measure
    - Price

	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	UOM	Price
14	0	AUX21202	NuDell Leatherette Document Frame and Certificate Holder - 8 1/2" L x 11" W - Black - 2 Pack	Pack	\$0.00
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	CL219642000	Tensor LED Adjustable Pivoting Head Desk Lamp, 16.5" H, Silver (19642-000)	Each	\$0.00



## Create an Order From a Shopping List

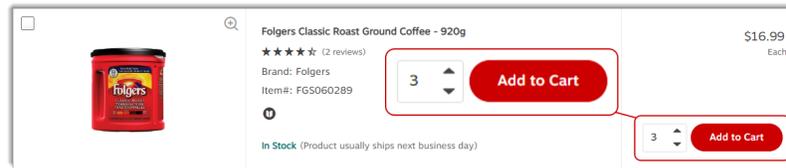


- From the **Account** menu, hover the **Shopping** tab and select option **Shopping Lists**.

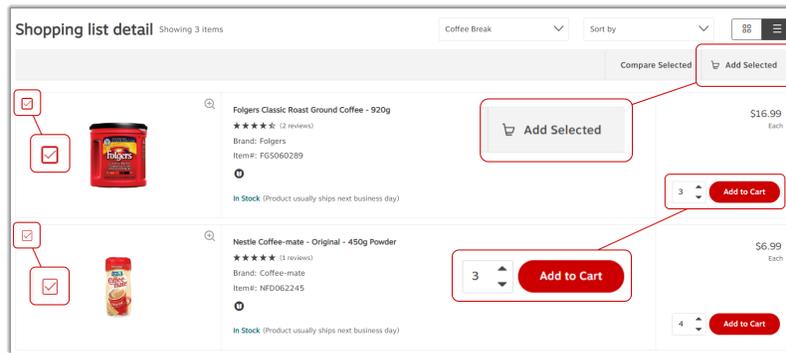
- Click the **Name** of the list that contains the items you wish to add to the order.

List name	List note	Item Count	Date Created	Type	
Coffee Break	Coffee Break	3	2023-05-30	Private	Add to Cart
Core Items		3	2022-03-21	Private	Add to Cart
System List - 8070	System List - 8070	107	2021-09-09	Global	Add to Cart
System List - 8071	System List - 8071	130	2021-09-09	Global	Add to Cart

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

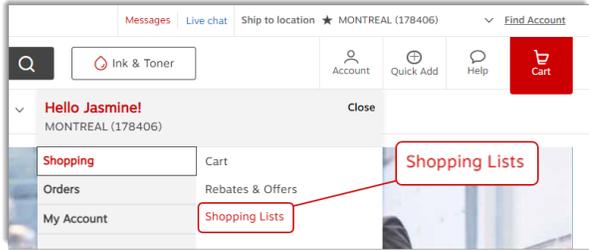


- To add several items, enter all quantity of products to order and click their check box.
- Click the **Add Selected** link to add the specified products.



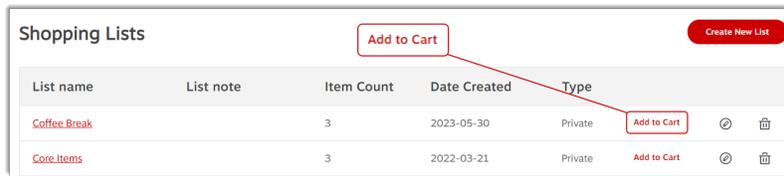


## Add an Entire Shopping List to the Cart



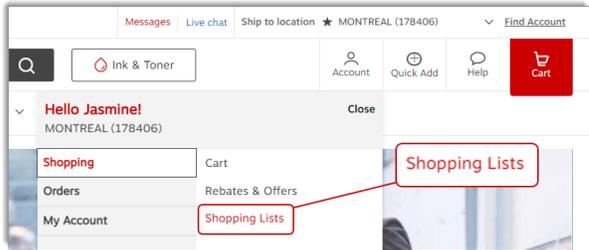
- From the **Account** menu, hover the **Shopping** tab and select option **Shopping Lists**.

- For the selected list, click the **Add To Cart** button.



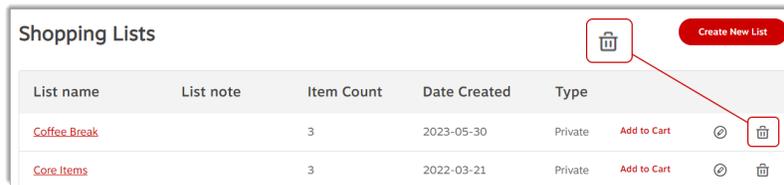
Lists that contain 50 items or more and Flyer lists cannot be added directly to the cart.

## 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..



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