# **SHOPPING LISTS GUIDE**

### STONEWAY ELECTRIC SUPPLY | STONEWAY.COM

Circuit Breakers - Shopping List
Email List Rename List Delete List
Upload Items Download List

Quantity

1

Ava

All

Remove Item

How to get the most out of your custom lists.

## Creating and Adding Items to Your Lists

#### Item by Item

- 1. Click "Add To My List" on a product from anywhere on the site.
- 2. Select an existing list or create a new list.
- 3. Click "ADD TO LIST" to save.

#### **Bulk Uploads**

#### While in a Specific List

- 1. Click "Upload Items."
- 2. Select a Product ID type.
- 3. Download the .xls template to make sure your file matches.
- 4. Upload your file and click the "Upload Items" button.

#### From the Left Hand Menu

- 1. Click "+ Create New List."
- 2. Enter a name for your list.
- 3. Select a Product ID type.
- 4. Download the .xls template to make sure your file matches.
- 5. Upload your file and click "Create List."

## Adding Items to the Cart

- Option to check specific items and click "Add Selected to Cart."
- Option to click "Add List to Cart."

## **SHOPPING LIST FEATURES**

- Previously purchased items are clearly identified with option to view details.
- Applicable auto-populated lists are provided, such as My Part Numbers.
- Lists are shared between your company's users.
- Option to email, rename, and delete your lists.

Add Item to Existing List: Create New List: CANCEL ADD TO LIST ADD TO LIST CANCEL ADD TO LIST ADD TO LIST Cancel Upload Items To Circuit Breakers Step 1: Select a Product ID Type. The product ID type selected from the dropdown will be used to identify products for the upload fatture. Wir.# Step 2: Add Your Products. Upload your own file of products. Create Shopping List Step 1: Select a Product ID Type. Create Shopping List Step 1: Select a Product ID Type. Step 2: Add Your Products to Your List Step 1: Select a Product ID Type. The product ID type selected from the dropdown will be used to identify products for the upload feature. Step 2: Select a Product ID Type. The product ID Type selected from the dropdown will be used to identify products for the upload feature. Wir.# Step 2: Add Your Products to Your List Step 2: Add Your Products. Wir.# Upload your own file of products. Upload 'Xis or *Cov Upload 'Xis or *Cov Upload 'Xis Template Upload 'Xis or *Cov Upload 'Xis Template Upload 'Xis or *Cov Upload 'Xis Template Upload 'Xis Template Upload 'Xis Template Upload 'Xis Template Upload 'Xis or *	Create New List : pload Items p1: Select a Pro product ID type se pad feature.	To Cir	CAN	CEL		ADD TO LIST
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