SHOPPING LISTS GUIDE

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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

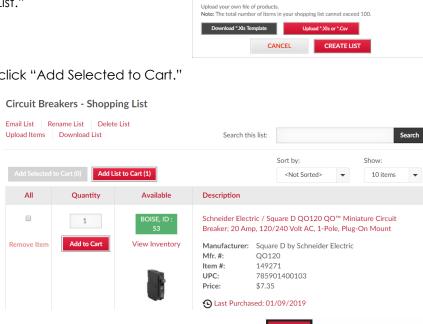
- 1. Click "+ Create New List."
- 2. Enter a name for your list.
- 3. Select a Product ID type.
- 4. Download the .xls template to make sure your file matches.
- 5. Upload your file and click "Create List."

Adding Items to the Cart

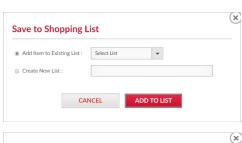
- Option to check specific items and click "Add Selected to Cart."
- Option to click "Add List to Cart."

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.









The product ID type selected from the dropdown will be used to identify products for the upload feature.

Create Shopping List

Step 2: Add Your Products.

Optional: Upload Products to Your List Step 1: Select a Product ID Type.