

# 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.

Save to Shopping List

Add Item to Existing List :

Select List

Create New List :

CANCEL

ADD TO LIST

Upload Items To EMT

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.

Mfr. #

Step 2: Add Your Products.

Upload your own file of products.

Note: The total number of items in your shopping list cannot exceed 100.

Download ".Xls Template"

Upload ".Xls or ".Csv"

CANCEL

Create Shopping List

Name:

Optional: Upload 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.

Mfr. #

Step 2: Add Your Products.

Upload your own file of products.

Note: The total number of items in your shopping list cannot exceed 100.

Download ".Xls Template"

Upload ".Xls or ".Csv"

CANCEL

CREATE LIST

### EMT - Shopping List

Email List | Rename List | Delete List  
Upload Items | Download List

Search this list: Search

Add Selected to Cart (0) Add List to Cart (12)

Sort by: Show:  
<Not Sorted> 10 items

All	Quantity	Available	Description
<div><div></div><div>Remove Item</div></div>	<div>100</div> <div>Add to Cart</div>	<div>LEE'S SUMMIT, MO: 15100</div> <div>View Inventory</div>	<div>Electrical Metallic Conduit (EMT) Standard Stick; 1/2 In Diameter; 10 Ft</div> <div>Manufacturer: CESCO Mfr. #: 1/2-EMT Item #: 110522 UPC: 980010020017 Price: \$0.38</div> <div>Last Purchased: 07/17/2019</div>