

Shopping Lists

→ Let's get started



Shopping lists make re-ordering easy!

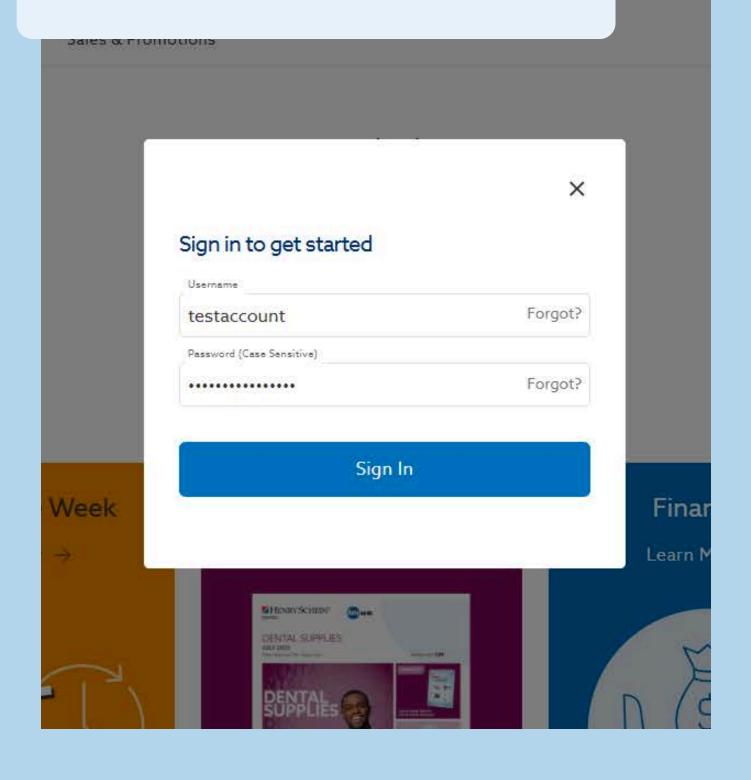
Shopping lists allow you to create curated lists that can easily be added to your cart. You have the option to share shopping lists with your entire organization, accessible locations or keep them only visible to you!

You can create new shopping lists or add to existing lists in the following areas of the website:

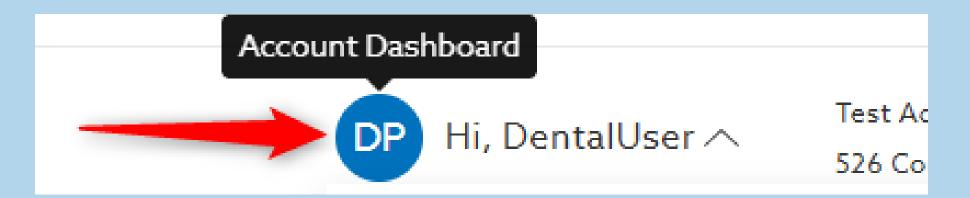
- Account Dashboard
- Item History
- Cart
- Quick View
- Product Details Page

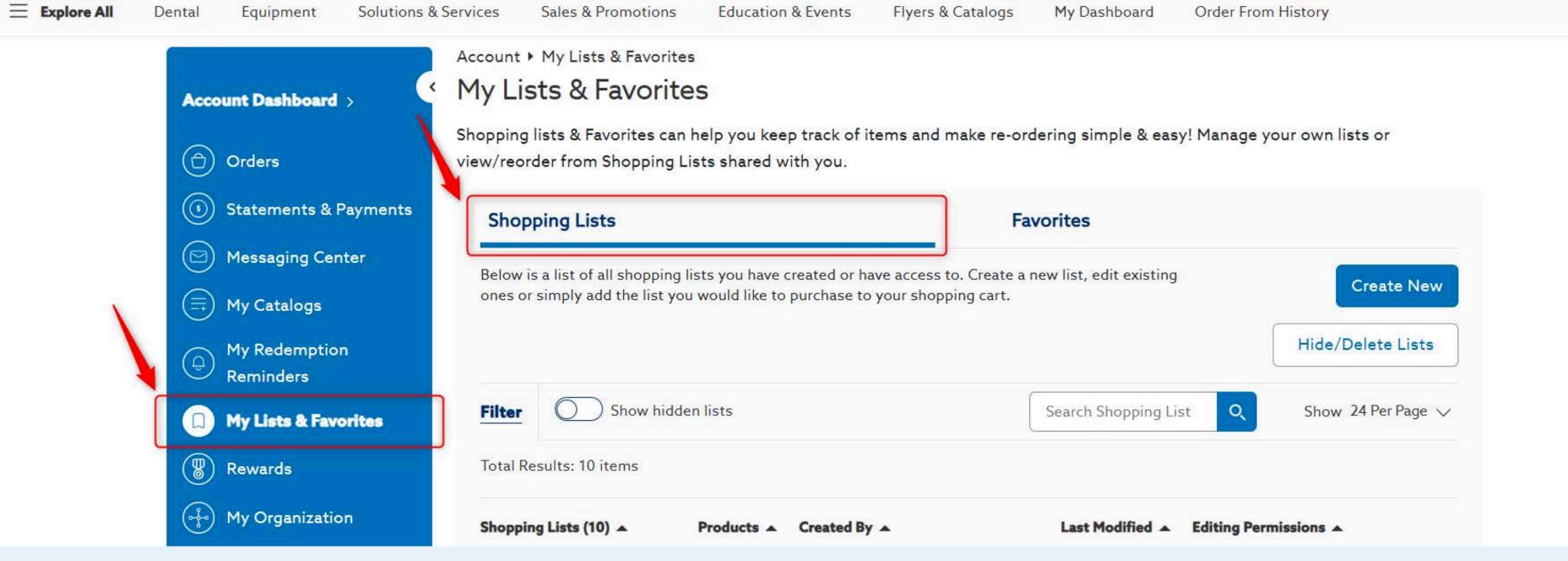


1. Sign in to your account



2. Navigate to your Account Dashboard





3. Select My Lists & Favorites

On the **Shopping Lists tab**, view all lists you have created or have access to

Advanced Account

Account ▶ My Lists & Favorites My Lists & Favorites Shopping lists & Favorites can help you keep track of items and make re-ordering simple & easy! Manage your own lists or view/reorder from Shopping Lists shared with you. **Shopping Lists Favorites** Below is a list of all shopping lists you have created or have access to. Create a new list, edit existing Create New ones or simply add the list you would like to purchase to your shopping cart. Hide/Delete Lists Show hidden lists Search Shopping List Q Show 24 Per Page V Filter Total Results: 11 items Shopping Lists (11) Products A Created By A Last Modified > Editing Permissions 0 Shopping List 07/21/2025 User with Edit Access View & Edit My Reports 07/11/2025 View Only Test View

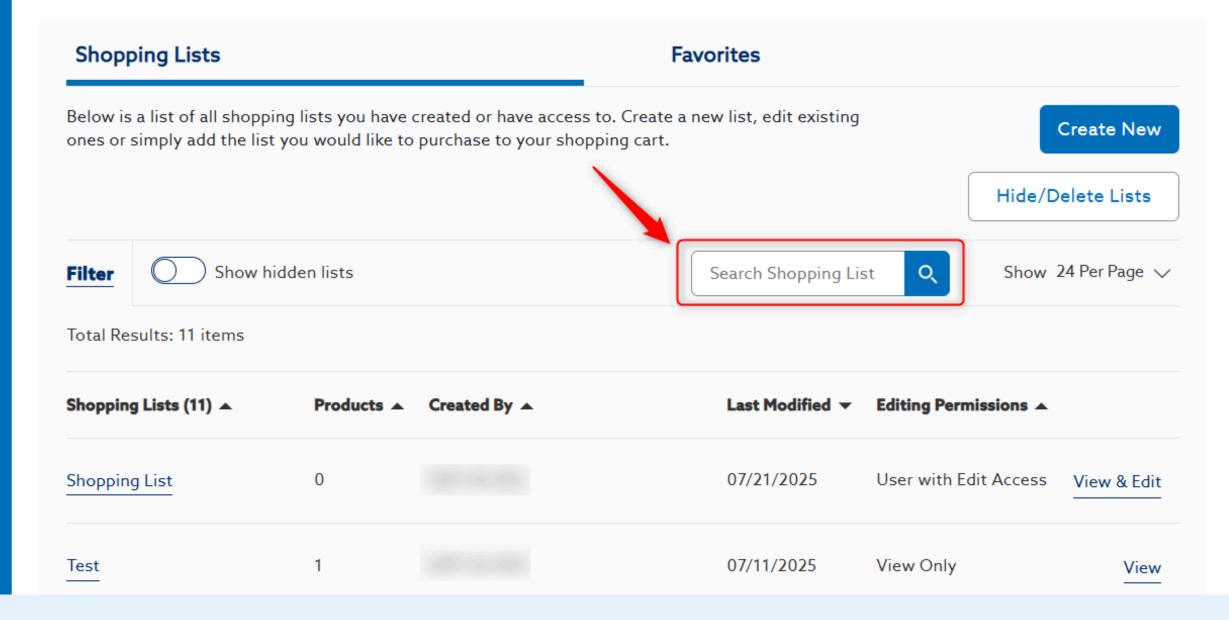




My Lists & Favorites

Account ▶ My Lists & Favorites

Shopping lists & Favorites can help you keep track of items and make re-ordering simple & easy! Manage your own lists or view/reorder from Shopping Lists shared with you.



5. Easily locate shopping lists by utilizing the search bar

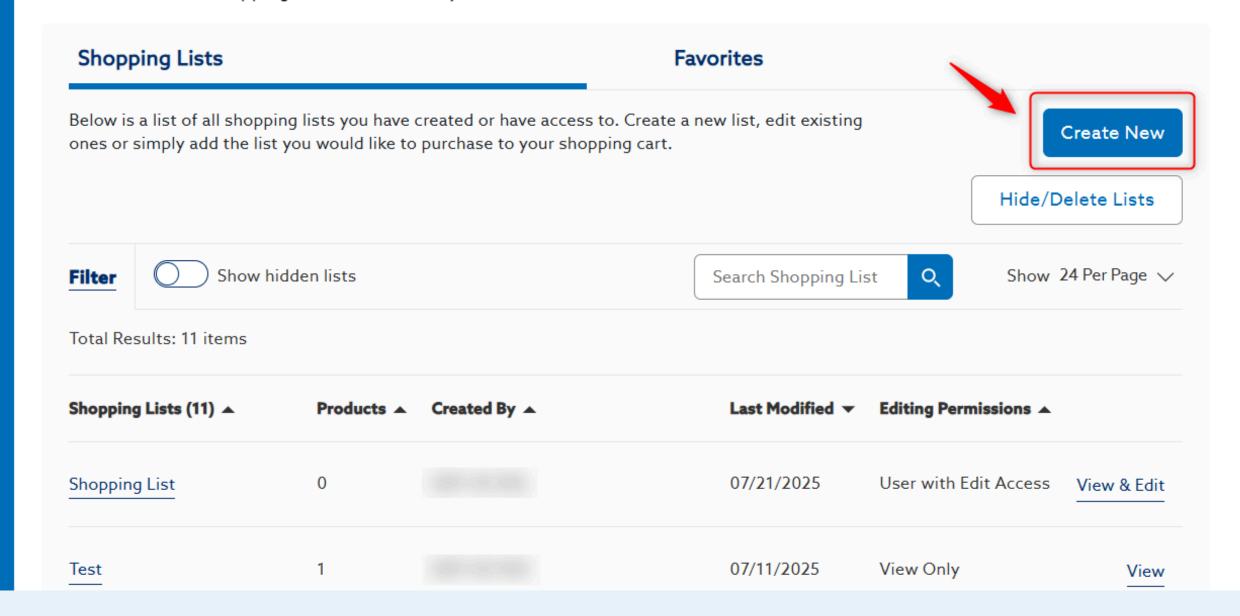
Budget Management

My Reports

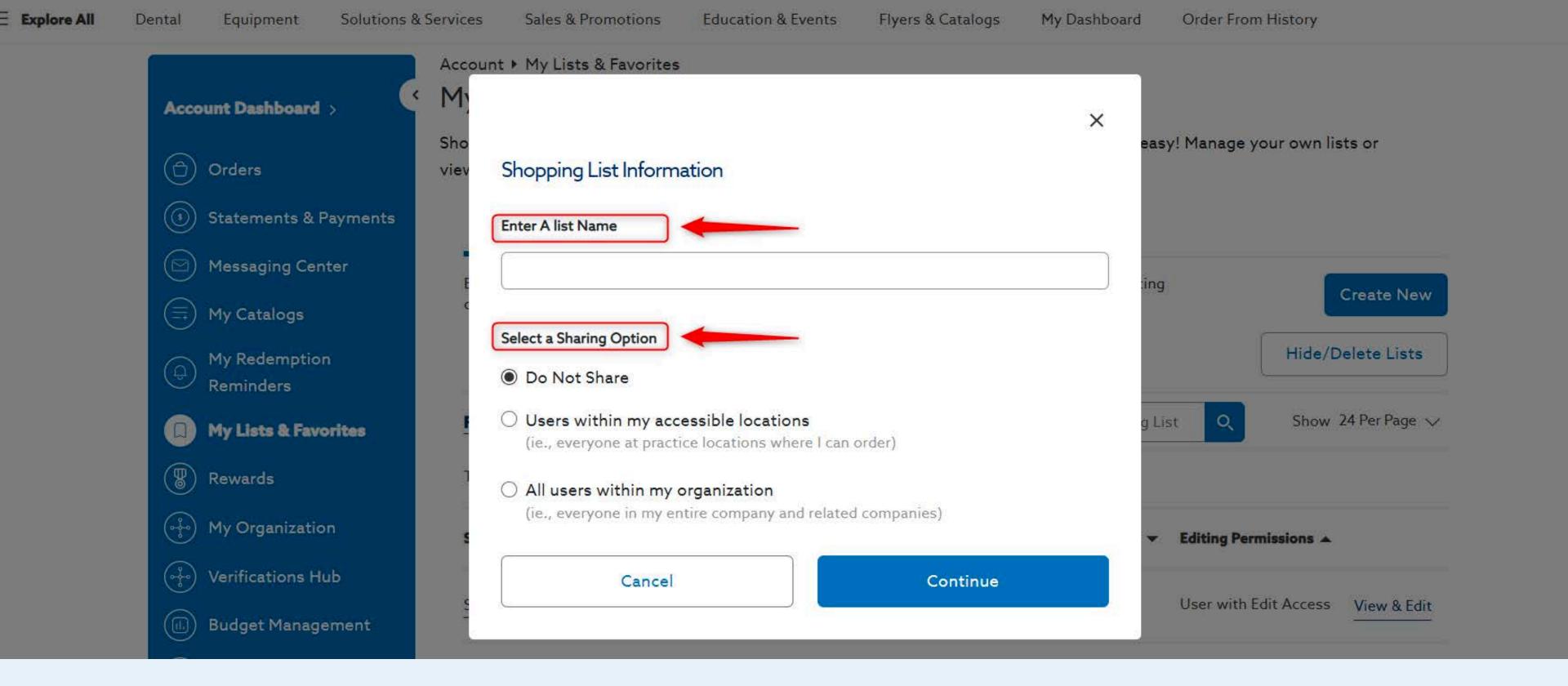
My Lists & Favorites

Account ▶ My Lists & Favorites

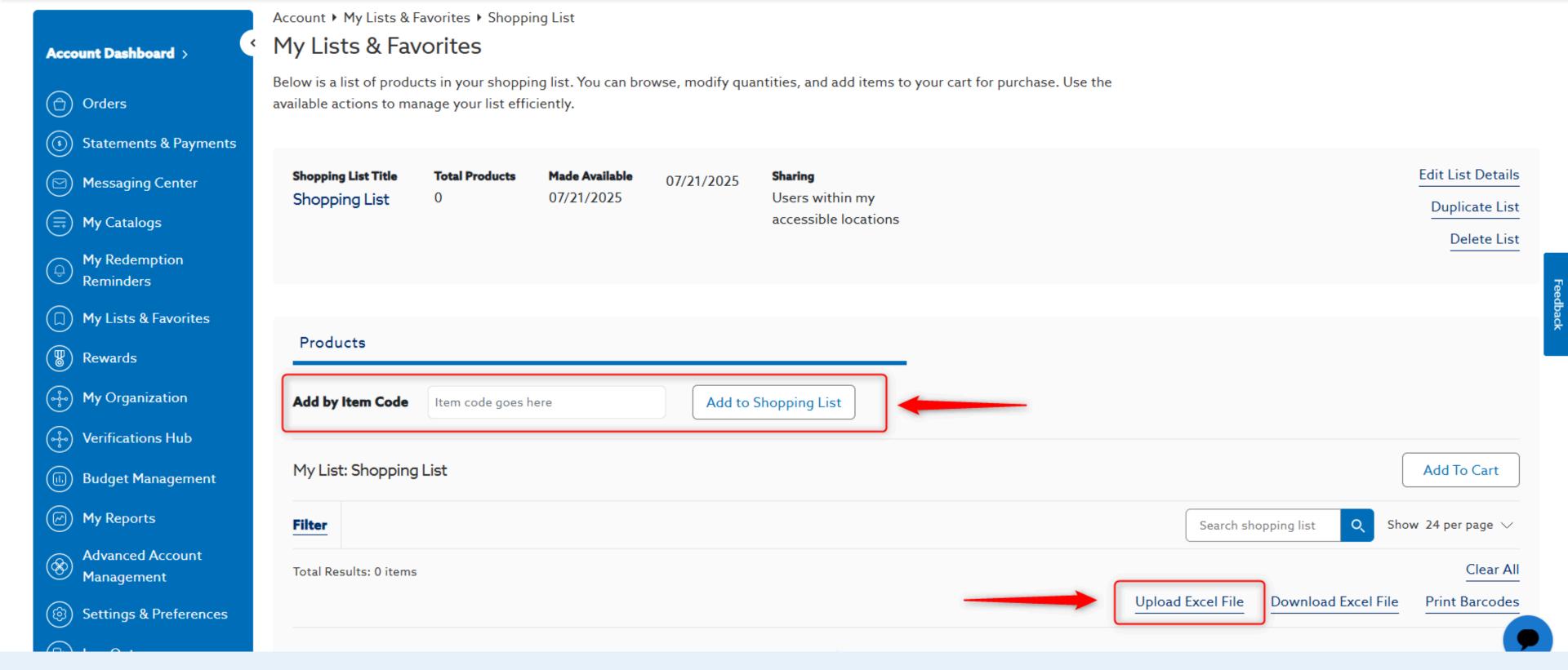
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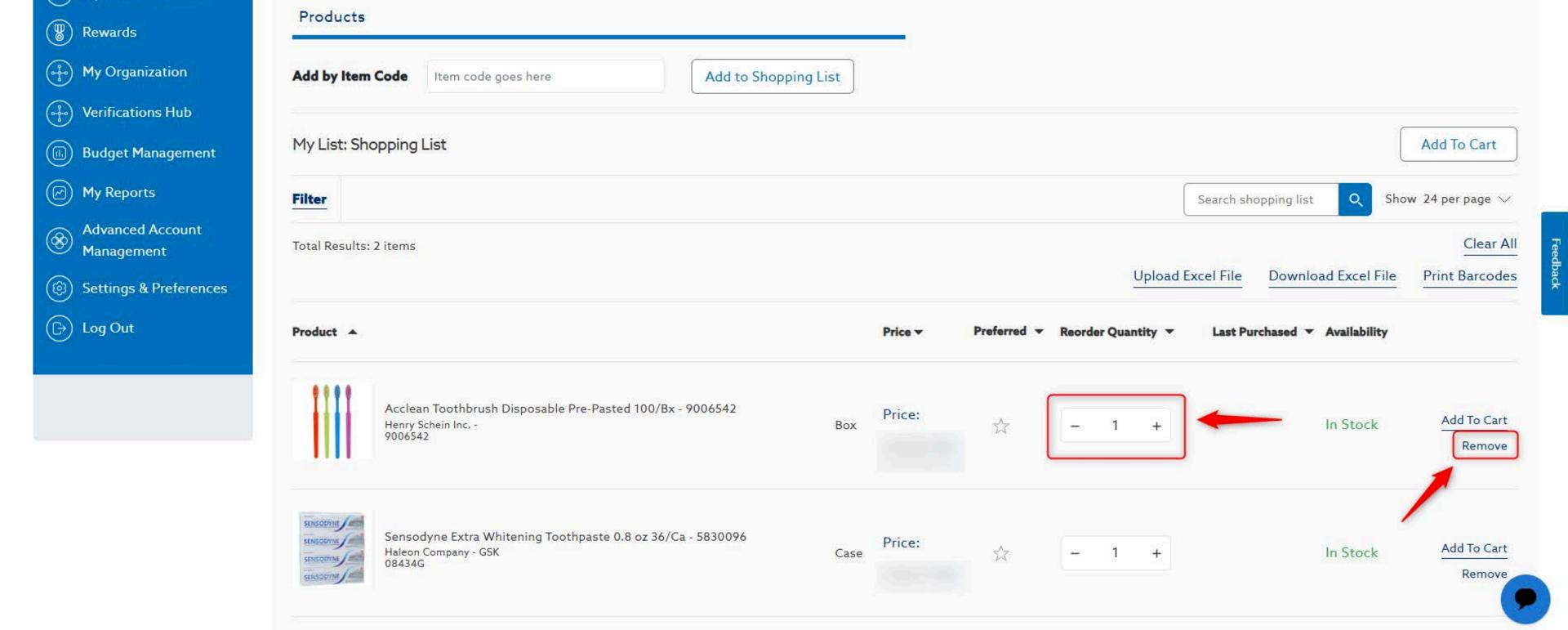
6. Select Create New to build a new shopping list



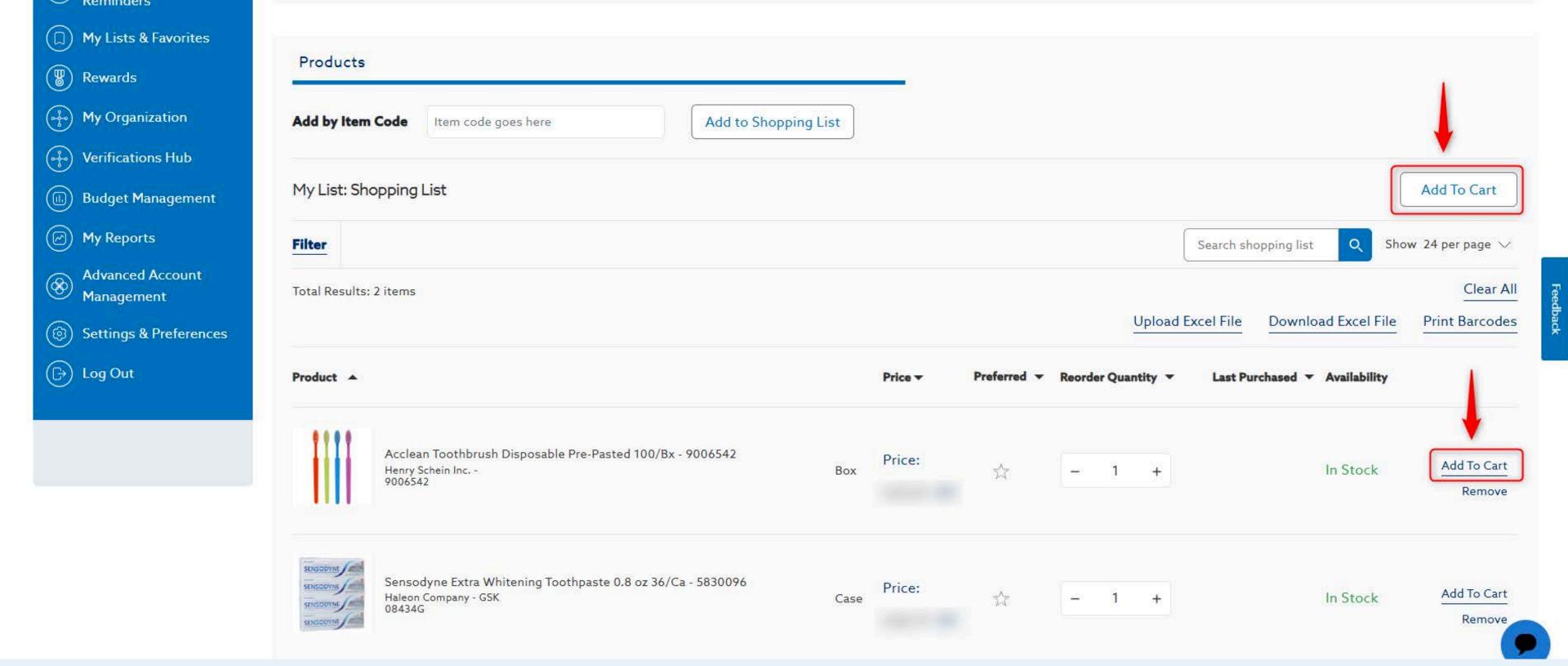
7. Enter a list name and select a sharing option



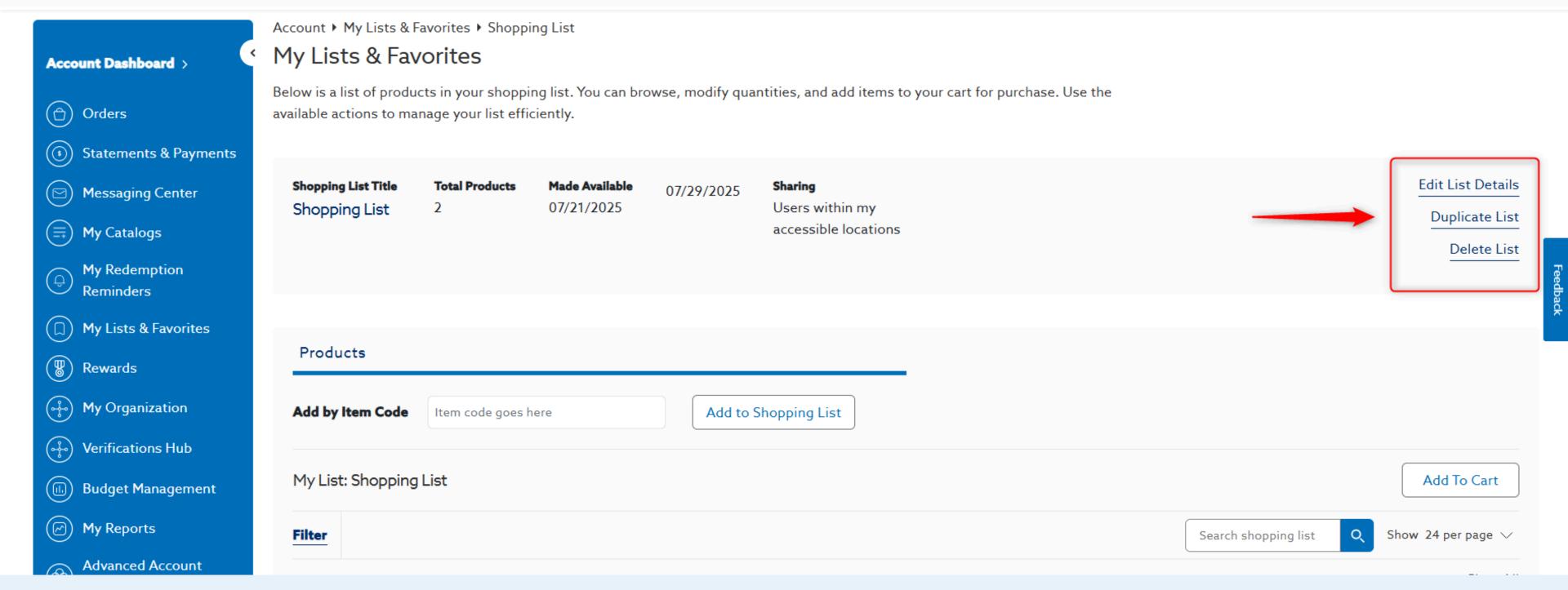
8. On the shopping list details page, add products by item code or file upload



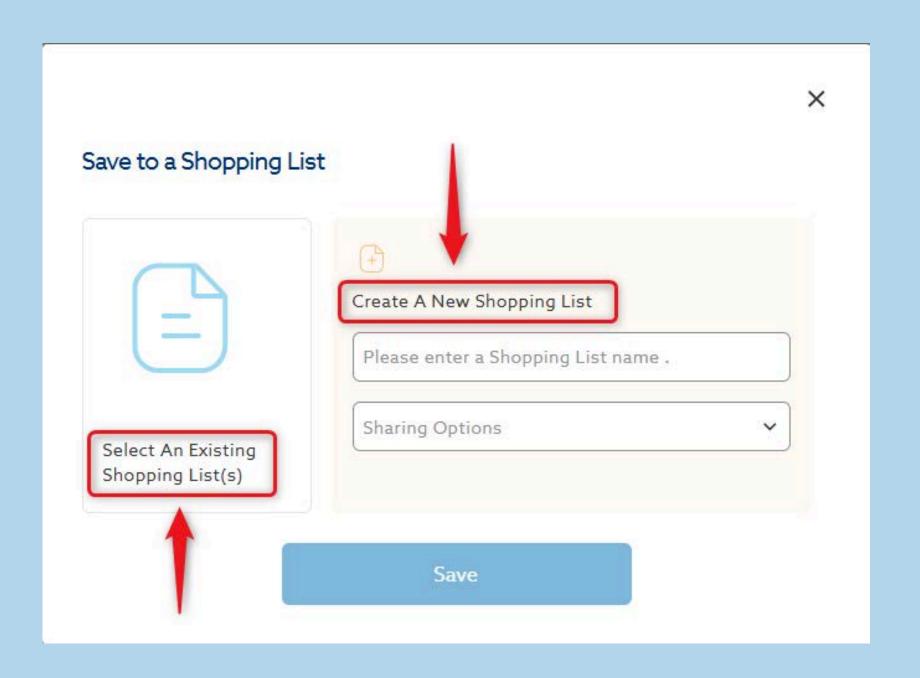
9. Delete products in your list by selecting Remove and manage products in your list by updating the Quantity



10. Select Add to Cart at the top of the page to add the entire list to your cart or aside each item to add individual products to your cart



- 11. If your permissions allow:
 - Sélect Edit List Details to manage list access
 - Select Duplicate List to create a copy
 - Select Delete List to remove shopping list



In other areas of the site, you can:

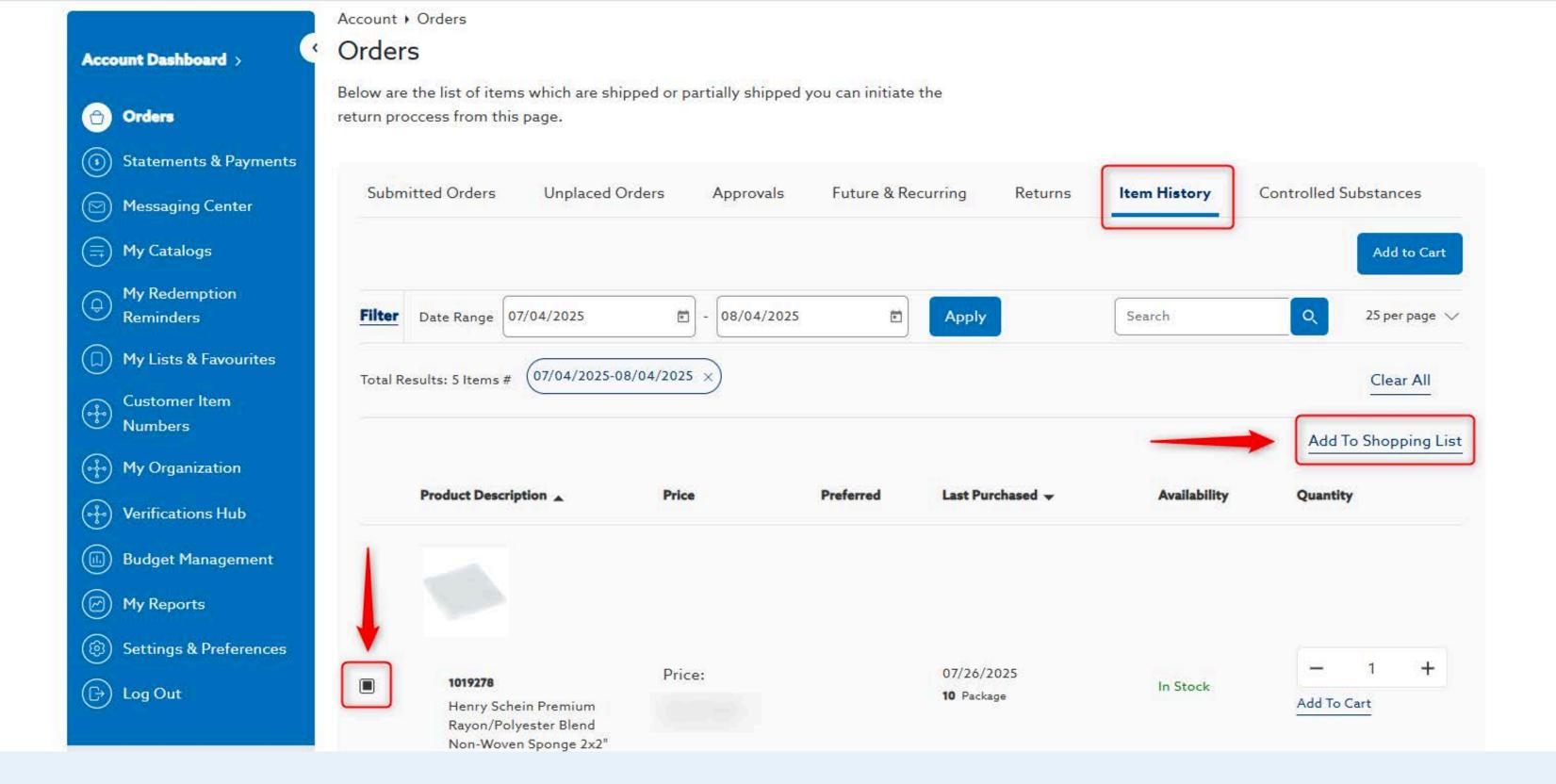
Create a new shopping list

or

 Add to existing shopping lists

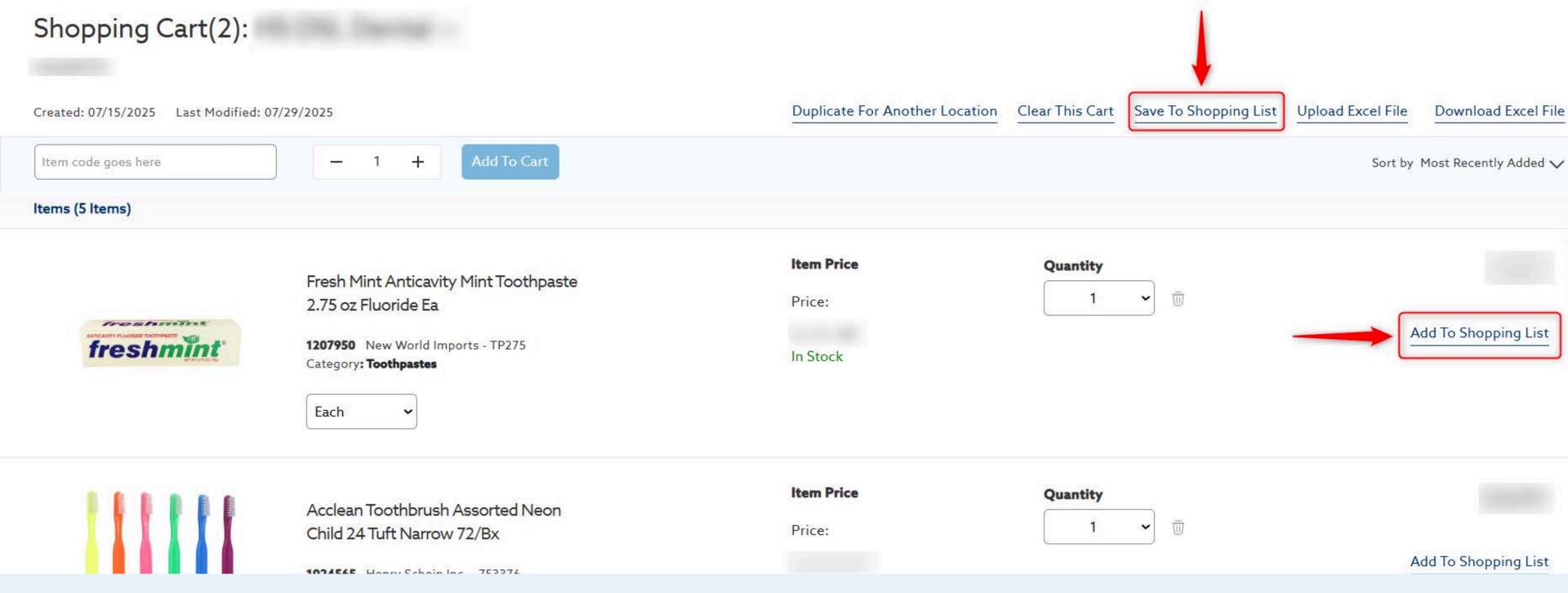
These places include (→)





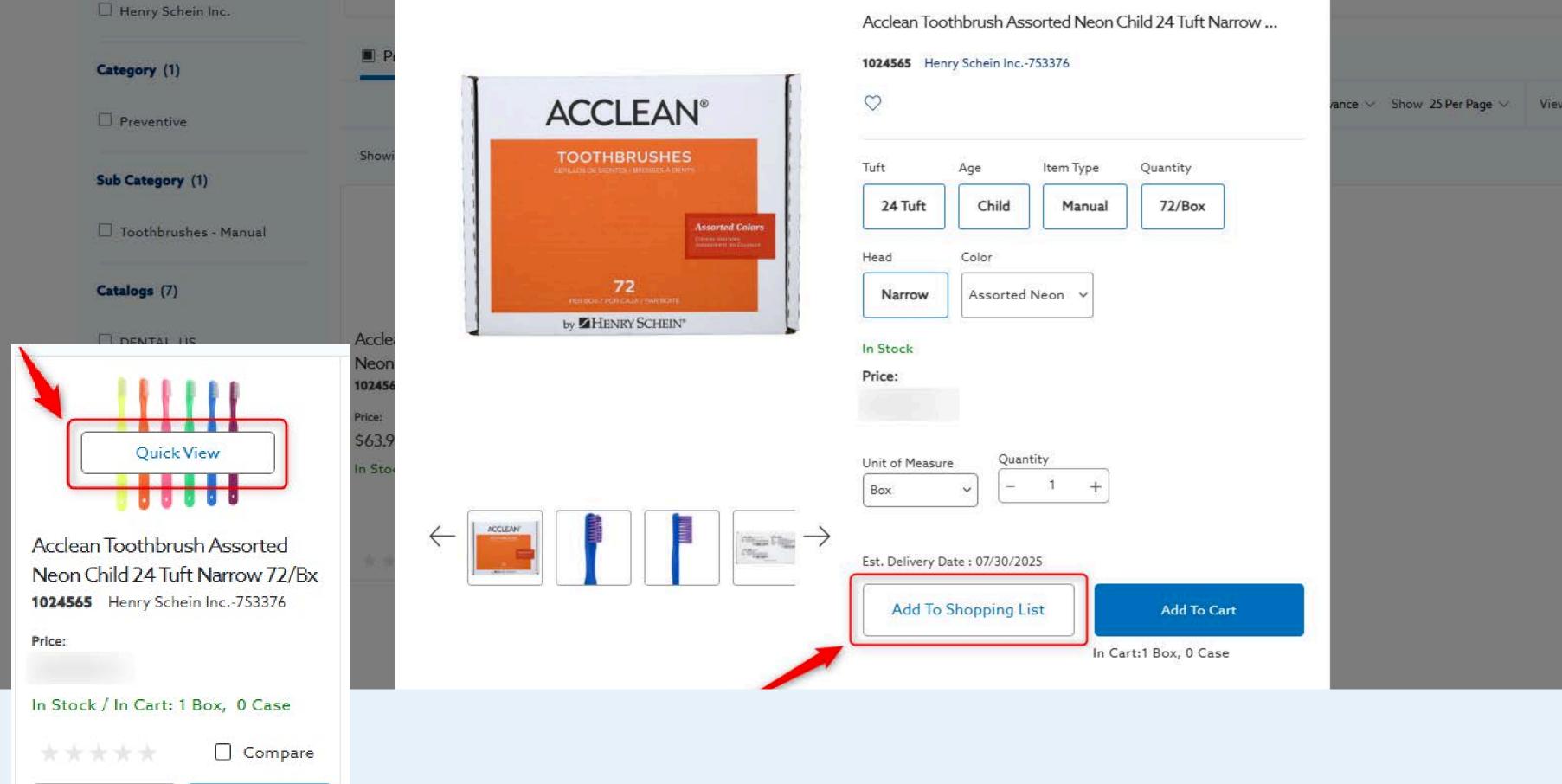
From your Item History

Account Dashboard - Orders - Item History tab



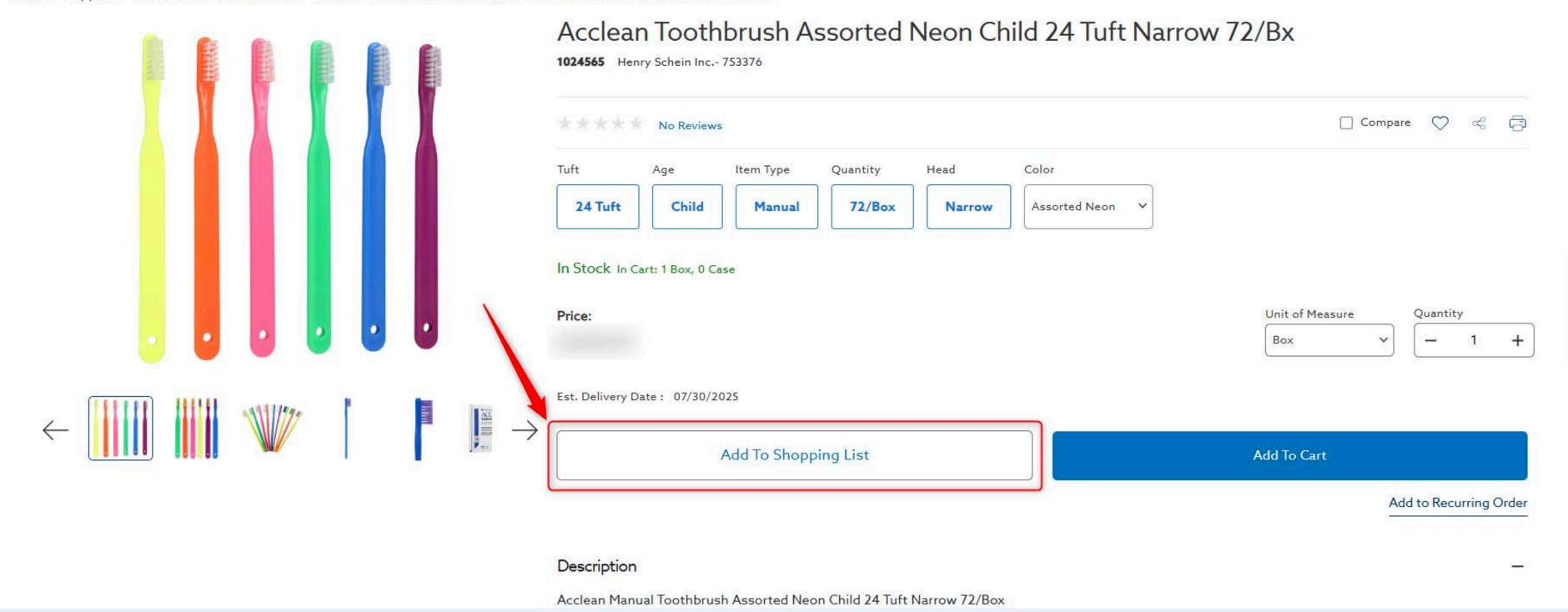
From your Cart

Add your entire cart or individual items to a shopping list



From the product Quick View

Add To Cart



From the **Product Details Page**



Need Help?



- Contact the Customer Support Team
- Chat with us online

