

# *Why Create a Shopping List?*



University of Pittsburgh

- Saves time and budget dollars
- Organizes frequently ordered items
- Can personalize lists for the many shoppers in your department
- No need to search for product



# Creating a Shopping List

The screenshot shows the Office Depot website interface. At the top, there's a navigation bar with the SUPRA logo, 'Products', 'My Account', and a search bar. Below this is a secondary navigation bar with 'Orders', 'Order By Item', 'Shopping List', 'Bulletin Board', 'Brand Identity', and 'Subscription Manager'. The main content area is titled 'My Shopping Lists' and includes a 'Create New List' section with a 'CREATE NEW LIST' button. Below that is a 'Default List' table with columns for Default, Name, Comments, Type, Reminders, and Updated. The table is currently empty, with a message: 'For a better shopping experience please select your default shopping list.' At the bottom, there's a 'Shopping Lists' section with a 'View All Lists' link. On the right side, there's a user profile sidebar with 'Welcome', 'Account: 15627229', 'Pending Approval 2', 'Cart' (empty), and 'Alerts & Notifications'.

Click on [Shopping List](#)

Click on [Create New List](#)



Enter your **List Name**

(Comments are Optional)

Click **Save**

***PERSONAL List*** : only you can view (use this option)

***Company-wide*** everyone can view. This is reserved for Procurement Services and company-wide account management initiatives.




[Contact Us](#) | [Logout](#)  
[Products](#) | [My Account](#) |

[Orders](#) | [Order By Item](#) | [Shopping List](#) | [Bulletin Board](#) | [Brand Identity](#) | [Subscription Manager](#)

[Home](#) / [Paper](#) / [Copy & Printer Paper](#) / [Copy & Multipurpose Paper](#) / **Product Details**  
[« Back to Search Results](#)

## TreeZero Multipurpose Sugarcane Paper, Letter Size Paper, 20 Lb, 500 Sheets Per Ream, Case Of 10 Reams

Feedback ★★★★★ (56) | [Description](#) | [Share](#) | [Print](#)  
 Item # 537338 Entered Item # 537338



\$ **36.99** / carton

**Select an option** ⓘ  
 One-Time Delivery  
 Subscription Delivery

**Free next business day delivery** ⓘ  
 Order in the next 7 hours 39 minutes to arrive **Friday, April 12**  
 Availability: 516

Qty

\*Inventory validated when item(s) is added to cart.

**BEST VALUE**  
 Eco-conscious  
 Recycled content

↓

Enter an **Item #**  
Click **Add to Shopping List**



pink post it notes - Text Search

https://business.officedepot.com/catalogsearch.do?Nty=1&Ntx=mode+matchpartialmax&Ntk=all&Ntt=pink+post+it+notes&N=0&recordsPe...

Copy and Print Online | BSD | SF.COM | SAVO | My Communities - Pe | Seismic DocCenter | Other bookmarks

Products | My Account | pink post it notes

Orders | Order By Item | Shopping List | Bulletin Board | Brand Identity | Subscription Manager

Home / Text Search / pink post it notes

Showing 11 results for 'pink post it notes'

By Price Low to High | 24 Per Page | Grid | List

Featured Items | Categories | Brand | Note Type | Size | Ruled

Item 465735: Post-it® Super Sticky Die-Cut Notes, Heart, 3" x 3", Neon Pink/Red, 75 Sheets Per Pad... \$4.04 / each

Item 705055: Post-it® Notes Designer Memo Cube, 3" x 3", Limeade/Neon Pink, 75 Sheets Per Pad... \$4.69 / each

Item 925971: Post-it® Durable Tabs, 1" x 1 1/2", Green/Orange/Pink, 22 Flags Per Pad, Pack Of... \$5.28 / pack

Account: 15627229 | Pending Approval 2

Cart: Your cart is empty | View Cart

Alerts & Notifications

Recently Viewed

Frequently Purchased

Order By Item

Recent Searches

Helpful Links

5:51 PM 11/29/2018

You can also add items to your list from the Search Item # and Product Toolbar

Choose "Add to list"

# To Order from your Shopping List

**Please note: You do not need to order every item on your shopping list. Just select the appropriate shopping list, select the items you wish to purchase, and add them to your cart.**

Office Supplies: Office Products x +  
https://business.officedepot.com/csl/listAll.do

## My Shopping Lists

Create New List

Anyone with an account can use them. You must be fully logged in with your login name and password to use your shopping list. For best results, please limit your list to a maximum of 200 different items. Exceeding this limit will adversely affect the Shopping List's response time.

CREATE NEW LIST

### Default List

Default	Name	Comments	Type	Reminders	Updated

For a better shopping experience please select your default shopping list.

### Shopping Lists

Change View State: View All Lists

Search Name, Description All Personal Company Wide SEARCH

Select Default	Name	Comments	Type	Reminders	Updated
	-Green Bic Products		Company Wide	None	2017-01-23
	_Green Dial Soap		Company Wide	None	2017-02-03
	_Green Prod-Envelope		Company Wide	None	2016-10-31
	_Green Products 3M		Company Wide	None	2016-10-16
	_Green Products Misc		Company Wide	None	2017-01-23

Pending Approval

Cart  
Your cart is empty  
View Cart

Alerts & Notifications

Recently Viewed

Frequently Purchased

Order By Item

Enter item number Qty

Comments

Add To Cart

+ Need to add more products?

Office Supplies: Office Products x +  
https://business.officedepot.com/csl/request.do?listid=8671245

## Supra

Products My Account Search Product or Item #

Orders Order By Item Shopping List Bulletin Board Brand Identity Subscription Manager

Home / My Lists / Edit My List

### -Green Bic Products Items In Your List

Select all Add by Item # Sku Add to List Email List Settings

1 Add to Cart Remove

Update

Category Ballpoint Pens Group

1 Add to Cart Remove

Update

Category Ballpoint Pens Group

1 Add to Cart Remove

Update

Category Ballpoint Pens Group

Welcome .

Account: 15627229

Pending Approval

Cart  
Your cart is empty  
View Cart

Alerts & Notifications

Recently Viewed

Frequently Purchased

Order By Item