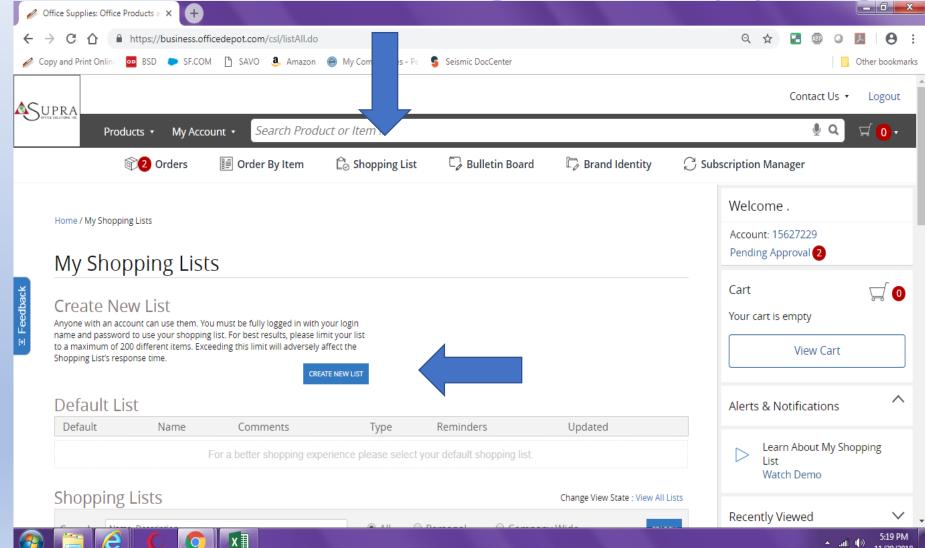
## Why Create a Shopping List?



- 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



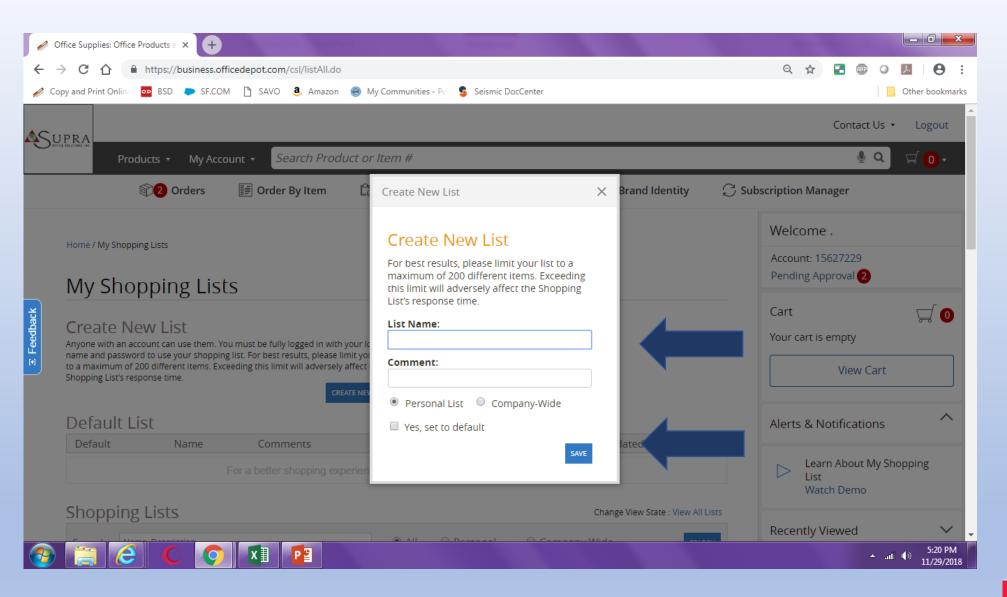
## Creating a Shopping List



**Click on Shopping List** 

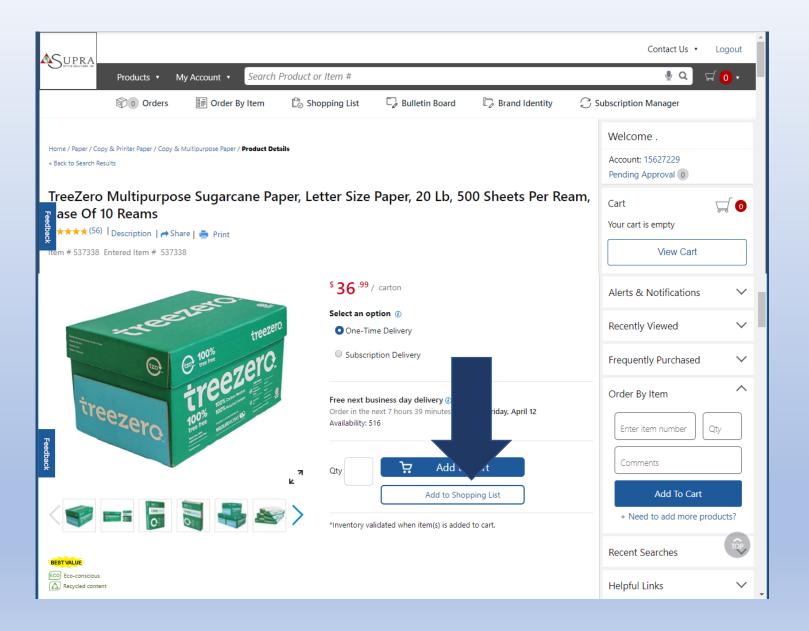
Click on Create New List





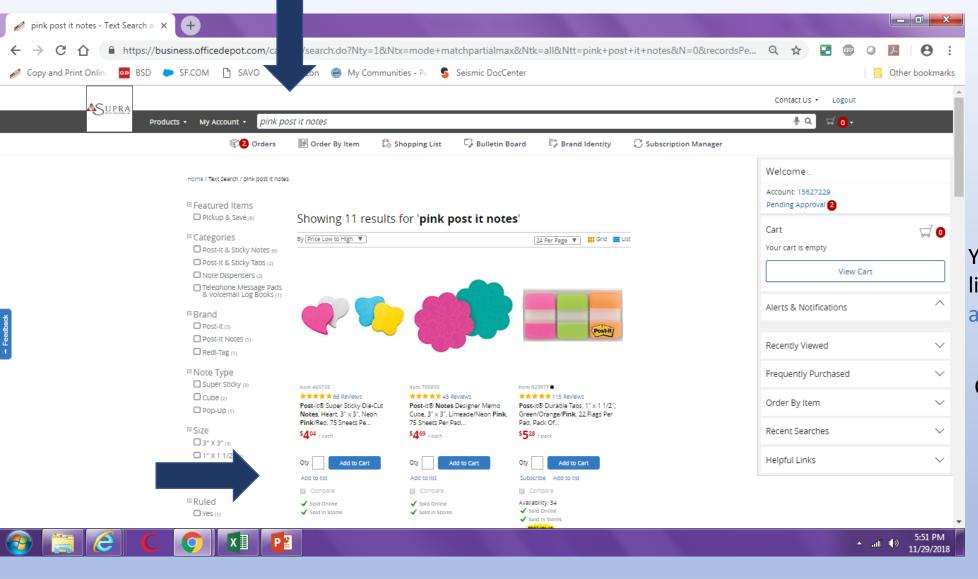
Enter your List Name
(Comments are Optional)
Click Save
PERSONAL List: only you can
view (use this option)
Company -wide everyone can
view. This is reserved for
Procurement Services and
company-wide account
management initiatives.





Enter an Item #
Click Add to Shopping List





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.

