

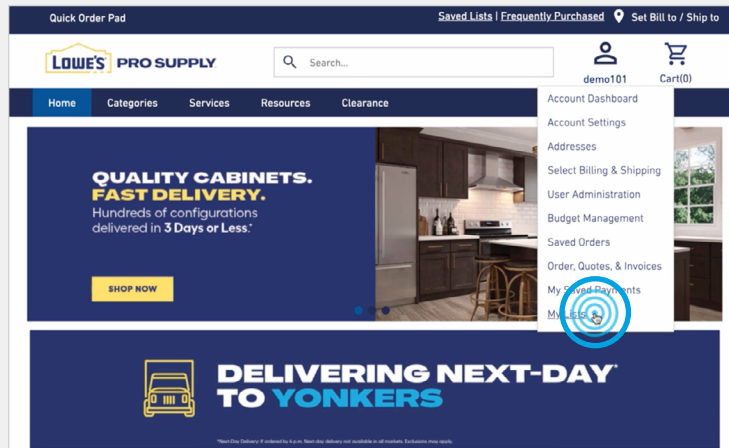
ONLINE GUIDE

SAVED LISTS

Saved Lists can be big time savers for groups of products you frequently order together.

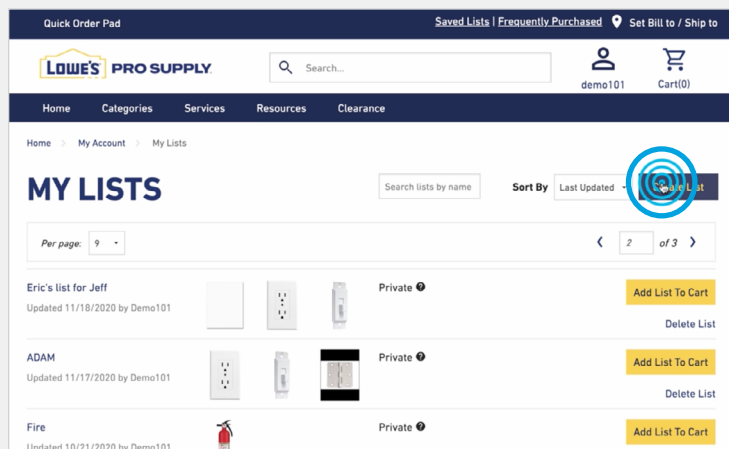


- **3 ways to access**
- **Create and customize**
- **Set email reminders**



1

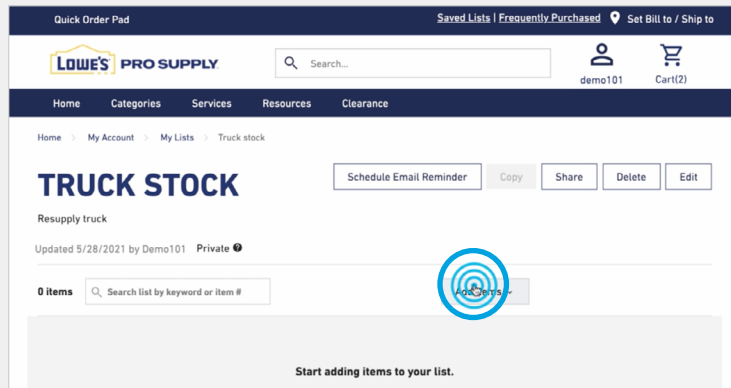
The Saved List link is always available in the top-level header. You can also drag down to My Lists under the log-in icon or find it on your account dashboard.



2

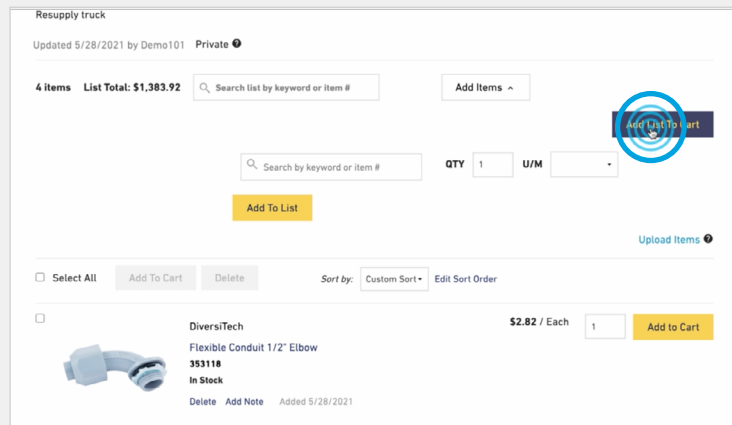
To add new shopping lists, click Create List. Be sure to give it a clear name and description to help streamline reorders.

ONLINE GUIDE SAVED LISTS



3

Click Add Items to search by product name or keyword, then Add To List. You can also choose to upload items using an Excel spreadsheet or CSV file.



4

Add the entire list to your cart, or pick and choose individual products. You can also delete, copy or customize lists as your needs change.

ONLINE GUIDE SAVED LISTS



5

It's also easy to share lists with other authorized account users, or by others via email.

6

And be sure to schedule your own email reminders to help you stay prepared before the busy seasons kick in.

HOW-TO VIDEO: SAVED LISTS

- 3 ways to access
- Create and customize
- Set email reminders



Scan the code for a video tutorial to help you streamline product reorders.