

Saved Shopping Lists

To begin working with a Saved Shopping List, select **My Shopping Lists** from the blue navigation bar on the left-hand side of the screen. The Custom Shopping List page appears.

If you are using My Saved Lists for the first time, or have not created a Saved Shopping List, click on the burgundy **“Create New List”** button.

- 1) In the **“List Name”** field, type the name to be given to the Saved List. Example: “Freq. Ordered Items”, “Administration List”, etc. You may also enter an optional comment for the “List”.
- 2) To create the list, select the **“Create New List”** button.

The New Custom Shopping List screen appears displaying information about the newly created list. From here, you can add items to this list, allowing you to easily order these products in the future.

Adding Items to a Saved Shopping List

Items may be added to a **Saved Shopping List** by entering the item number and quantity in the **Order by Item #** screen then selecting the **“Add to List”** button next to any of the product descriptions or selecting the **“Add to List”** button at the top or bottom of the **“Order by Item #”** screen. The Add to Custom Shopping List screen appears. **You may also use a ZERO for the quantity amount.**

From the drop-down **“select an existing list”**, select the Saved Shopping List name, and then click the **“Add To List”** button. The item will be added to the selected list. Click on the **“Save Changes”** button.

Once items are added to a list, it works just like a paper laundry list or requisition form! Change the quantities next to the items you wish to order and click **“Add All Items to Cart”** or **“Express Checkout”** at the bottom of the page. The system ignores any item with a zero quantity and adds items with a quantity to the Shopping Cart.

Company-wide Lists are created and maintained by your Company Program Administrator but can be used for ordering by all users. A Personal List is only accessible to the user who creates it.

Modifying a Saved Shopping List

One can modify or delete items on a personal **Saved List**, delete a list entirely, or add items to the Shopping Cart. Select by name the Saved List you want to modify. Quantities can be saved, items removed, category descriptions modified and groups identified. Lists cannot be recovered after they have been deleted!

Please contact e-commerce at 800-269-6888 for additional assistance in creating your custom shopping lists, or your account manager Sarah Short at 616-940-8848 x: 225. Thank you for choosing Office Depot!!