

SHOPPING LIST

Empowers Shopping List feature allows you to create and save lists of items to facilitate reordering frequent items without having to manually enter the item number each time. You can convert your shopping list into an order and add or remove items at any time. It also provides the ability to build an order over multiple days to meet order minimums. Note: Items on the shopping list do not allocate inventory and do not automatically convert to an order.

Access & Create Shopping List

Account: 000013
Description: 222
Check stock from: Home/ADOT (Availability subject to change at time of order.)

1 Upload shopping list
Using the available template below, select a file from your computer to upload into the shopping list.
Choose File No file chosen
Upload

2 Copy & Paste
Copy and paste Item numbers and Quantity separated by a comma, Item1,Qty Item2,Qty
Items
Add to List

3 add items directly to list

- Access your Shopping List by selecting the icon Located on the top right of the Empower Screen.
- Select 'Create List' to build a new list or click on an existing list to make modifications.
- To view lists you have created, select the 'Me' button. To view all lists created for selected ship-to account, select the 'All Users' button.
- To delete a Shopping list, select the trash icon.

- Enter items on your Shopping Lists by selecting the 'add items to list' link.
- You can choose how to add items to the Shopping List.

- 1 Upload Shopping List via Excel by downloading the provided template
- 2 Copy & Paste items into the provided box using item #, Quantity format
- 3 Enter items and quantities manually by clicking the 'add items directly to list' button

- You can also add items to your Shopping List in the following screens by selecting the desired items and clicking 'Save Items to List'
 - o Product Detail
 - o Purchase History
 - o Order Entry
 - o Search Results

View & Manage Shopping List

Account: 000013
Description: 222
Check stock from: Home/ADOT (Availability subject to change at time of order.)

Select all | none Add Selected to Order Remove Selected From List Compare Selected

Total \$299.60 * entire list

UNV21200 Universal®
Copy Paper, 92 Bright, 20 lb Bond Weight, 8.5 x 11, White, 500 Sheets/Ream, 10 Reams/Carton
Mfg #: UNV21200
Weight: 52.0 lbs

Availability
Across all facilities 31196
Home CHI 3860
ADOT STL 2390

Price Plan P1
\$52.00
List Price: \$369.47
Qty 5 CT Extended Price: \$260.00
Update Item

- The inventory levels displayed will be for the Home/ADOT assigned to the selected account number and will be refreshed each time the list is accessed.

- You may also choose to view inventory levels based in facilities closest to a zip code by selecting 'edit list settings'.


- A running total dollar amount will display to help calculate for potential freight minimums

Convert to Order

111 (2 items) delete list

Account 000013 add items to list edit list settings create duplicate list
 Description 222
 Check stock from Home/ADOT (Availability subject to change at time of order.)

Select Total \$299.60 * entire list
 all | none Add Selected to Order Remove Selected From List Compare Selected



More Views

Ship to Us

Wrap & Label

Drop Ship

Will Call

Pick Existing Order

Bright, 20 lb Bond Weight, 8.5
 0 Sheets/Ream, 10

Availability

Across all facilities	31196
Home CHI	3860
ADOT STL	2390

Price Plan P1

\$52.00

List Price: \$369.47

Qty CT Extended Price: \$260.00

[Update Item](#)

To convert the shopping list to an order:

- Select the desired items, or select all
- Update the order quantity
- Click 'Add Selected to Order' and select the appropriate order type
- Follow normal order entry functions to process the order