

## HOW TO USE SHOPPING LISTS (FAVORITES)

Shopping Lists are our version of a Favorites list. The main advantages we provide with Shopping Lists over Favorites is that we allow you to have as many different Shopping Lists as you want and you can share your Shopping Lists with other users on your account.

Shopping Lists are static lists meaning that once you create one, it's always there on your account. It does not get removed unless you delete it and items on the list don't get deleted either except by you.

Note: Our website also offers functionality similar to Shopping Lists called "My Purchases". The My Purchases list is a comprehensive list of all products purchased using your account for the last 12-15 months by all users. The My Purchases list is dynamic in that, as you don't purchase items in a 12-15 month period, they fall off of the list keeping your My Purchases list current with only the items you purchase most frequently.

There are multiple ways to use your Shopping Lists to your benefit:

1. Product Specific – Build product oriented Shopping Lists such as Board Products, Screws and Fasteners, or Shop Supplies. These lists allow you to keep your most commonly used products at your fingertips for easier ordering.
2. Job Lists – Create a job list for a project that may extend for a length of time and that you will need to re-purchase the same materials periodically.

Shopping Lists are created in similar ways from multiple different points in our website:


- Product Detail pages – select items and add them to a new or existing Shopping List.
- Shopping Cart – Copy your entire Shopping Cart to a Shopping List for future use.
- My Purchases – Take items from your My Purchases and save them to a Shopping List.
- Order Status (Order History) – Select items from a past order and add them to a Shopping List.
- Shopping Lists page – Create a new blank list.

### **Create a Shopping List from a Product Details page or My Purchases**

1. Find a product in our website and navigate all the way to the **Product Details** page.

2. Click the checkbox next to one or more items on the page. For this example, we chose two items.

> Catalog > Hinges, Concealed > One Piece Face Frame Hinges



**Grass America**  
108° One Piece Face Frame Hinges  
For MDF Frame Material, 1/2" Overlay

**Standard Features:**

- The Grass TEC 861 MDF material face frame hinge has a patented wrap around base plate specifically designed for use with MDF face frame material - this design helps prevent material splitting
- Made in USA, all metal construction exceeds industry standards for weight and closing cycles
- Order hinge based on MDF frame thickness, three specific MDF thickness hinges are available: 1/2", 5/8" and 3/4"
- Available with doweled cup cabinet attachment only
- Use #8 x 3/4" pan head screw to mount to face frame and #6 x 5/8" flat head screws to attach hinge cup to door

Packing: Full box quantity of 250 hinges.  
Sold In: Both broken and full box quantities. Discount available for full box orders.

[How can we improve this product description? Click here](#)

[Add to cart](#)
[Add to list](#)
[Add to proposal](#)
[Pricing & availability](#)

Select Item(s)	Qty Req.	UM	Catalog Section & Page	Min. Order Qty	Item #	Degree of Opening	Overlay	Fixing Type	Boring Pattern	Closing Type	Mounting Type	Box Quantity	MDF Frame Thickness	MSDS (PI)
Wrap Around 861 for MDF Face Frames														
<input checked="" type="checkbox"/>	1	EA	B-5	1	GF30396-14 Mpn: 04742-14	108	1/2"	Dowel	42mm		Wrap	250 Each	1/2"	
<input checked="" type="checkbox"/>	1	EA	B-5	1	GF30397-14 Mpn: 04743-14	108	1/2"	Dowel	42mm		Wrap	250 Each	5/8"	

[Add to cart](#)
[Add to list](#)
[Add to proposal](#)
[Pricing & availability](#)

Product Representation Disclaimer  
Prices are subject to change without prior notice.

3. Click the 2<sup>nd</sup> button in the button bar, [Add to list](#), above or below the item list.

The Confirm Items To Be Added to Shopping List screen appears.

### Confirm Items To Be Added to Shopping List

You have selected 2 item(s) to add to your list.

Select an existing list from the dropdown box or type a name to create a new list:

▼

[Add to list](#)

4. To create a new Shopping List, type a unique name for the list into the field and click the [Add to list](#) button at right.

A new Shopping List is created with that name and the items you selected are added to the list.

5. Or, if you want to add these items to an existing list, click the down arrow next to the field to open the dropdown list of available Shopping Lists.

6. Select a list from the dropdown.

7. Click the [Add to list](#) button and the items are appended to the bottom of that Shopping List.

## Create a Shopping List from My Purchases

Creating a Shopping List from My Purchases works the same as the steps above, select items from the My Purchases page and click the **➔ Add to list** button. Then follow steps 4-7.





## Create a Shopping List from the Shopping Cart or Order Status

1. Add items to the Shopping Cart as you normally would.
2. When you have added all items to the Shopping Cart, view the Cart.

**Shopping Cart**

*To continue shopping, please use the Search field at the top of the screen or the left navigation menu.*

**➔ Back** **➔ Empty cart**

Item	Item # Description	Pkg Qty	UM	Qty Order	Qty Avail.	Qty B/O	Job Name	Coupon Promo Code	Ships From	Unit Price	Ext Price
 <b>Remove</b>	<b>FG506-6</b> TITEBOND I ORIGINAL GAL - 1 MSDS	1	EA	<input type="text" value="1"/>	1	0	<input type="text"/>	BP1798C	Vernon Hills,IL	\$14.9292	\$14.93
 <b>Remove</b>	<b>AA53400</b> SLOTING CUTTER, 3 WING, 1/16" KERF	1	EA	<input type="text" value="1"/>	0	1	<input type="text"/>		Vernon Hills,IL	\$29.0250	\$29.03
 <b>Remove</b>	<b>AA53402</b> SLOTING CUTTER, 3 WING, 5/64" KERF	1	EA	<input type="text" value="1"/>	0	1	<input type="text"/>		Vernon Hills,IL	\$29.3850	\$29.39
 <b>Remove</b>	<b>AMBH26503-AS</b> 18" TOWEL BAR, ANTIQUE SILVER FINISH	1	EA	<input type="text" value="1"/>	0	1	<input type="text"/>		Vernon Hills,IL	\$43.0716	\$43.07
<b>Sub-Total:</b>											\$116.42

**➔ Save changes**

---

Job Name:  \*

PO #:  \*

Promo / Coupon Code:  **➔ Apply** ⓘ

Only Ship Complete  
(Order will be held until all merchandise is available)

*Note: If you add items after applying multiple coupons, please apply those coupons again  
Coupons applied: BP1798C, BP1628*

Type a name to create a new Proposal for these items or add to an existing one:  **➔ Save**

Add these items to an existing Shopping list or enter a name to create a new list:  **➔ Save**

*Note: Don't forget to enter your Promo code above.*

**➔ Checkout**

3. Scroll to the bottom of the Shopping cart to the field labeled: Add these items to an existing Shopping List or enter a name to create a new list.
4. Just as you did in the previous section, type a new name for the Shopping List into the field or click the down arrow to select a Shopping List from the dropdown list.

5. Click the **> Save** button to create a new Shopping List with the Shopping cart items on it or to add the items to an existing Shopping List.

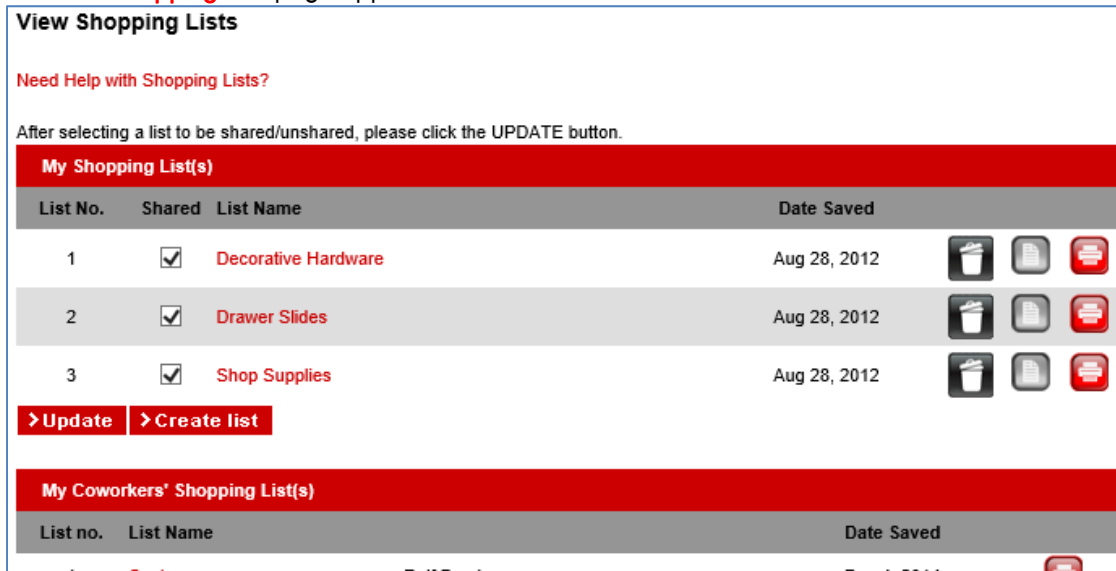
### Create a Shopping List from Order Status

1. Click on the **Order Status** menu to go to view your order history.
2. Find a past order and click on the red order number link to view the **Order Detail** for the order.
3. Click the checkboxes next to 1 or more items on this past order.
4. Scroll to the bottom of the order to the field labeled: **Add these items to an existing Shopping List or enter a name to create a new list.**
5. Just as you did in the previous section, type a new name for the Shopping List into the field or click the down arrow to select a Shopping List from the dropdown list.
6. Click the **> Save** button to create a new Shopping List with the order items on it or to add the items to an existing Shopping List.

### Create a Shopping List on the Shopping List Page

1. Click on the **Shopping List** link at the top of the page in the light gray bar.

The **View Shopping Lists** page appears.



**View Shopping Lists**

[Need Help with Shopping Lists?](#)

After selecting a list to be shared/unshared, please click the UPDATE button.

**My Shopping List(s)**

List No.	Shared	List Name	Date Saved
1	<input checked="" type="checkbox"/>	Decorative Hardware	Aug 28, 2012
2	<input checked="" type="checkbox"/>	Drawer Slides	Aug 28, 2012
3	<input checked="" type="checkbox"/>	Shop Supplies	Aug 28, 2012

**> Update** **> Create list**

**My Coworkers' Shopping List(s)**

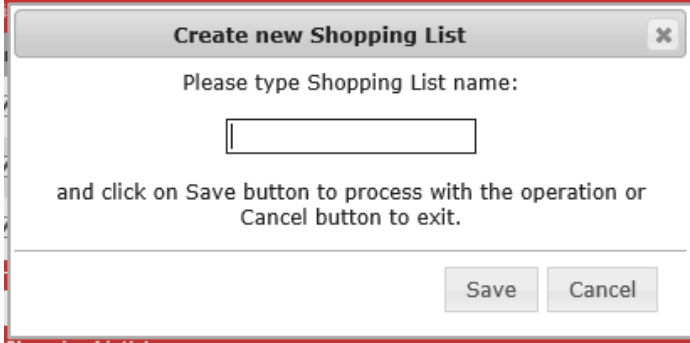
List no.	List Name	Date Saved
1	Custom	Dec 4, 2011

At the top of the page, you will see your Shopping Lists.

At the bottom of the page, you will see you Coworker's Shared Shopping Lists. These are the lists they've created and have shared with the rest of the users on the account.

2. To create a new blank Shopping List, click the **> Create list** button in the top section of the page.

The **Create new Shopping List** popup appears.



3. Type a name for the new Shopping List in the field.
4. Click the **Save** button to create the new list.

Your new Shopping List with the name you typed is created and added to the list of your Shopping Lists. The lists appear in alphabetical order.

5. If you click on the List name, you are taken to the blank Shopping List.

You may now add items to this list in any of the methods specified above. Simply select your list name from the dropdown field to add to it.

## **Order from a Shopping List**

1. Click on the Shopping List link at the top of the page in the light gray bar.










The **View Shopping Lists** page appears.

**View Shopping Lists**

**Need Help with Shopping Lists?**


After selecting a list to be shared/unshared, please click the UPDATE button.

**My Shopping List(s)**

List No.	Shared	List Name	Date Saved	
1	<input checked="" type="checkbox"/>	Decorative Hardware	Aug 28, 2012	  
2	<input checked="" type="checkbox"/>	Drawer Slides	Aug 28, 2012	  
3	<input checked="" type="checkbox"/>	Shop Supplies	Aug 28, 2012	  

[> Update](#) [> Create list](#)

**My Coworkers' Shopping List(s)**

List no.	List Name	Date Saved	
1	Coffee	Dec 4, 2014	

At the top of the page, you will see your Shopping Lists.

At the bottom of the page, you will see you Coworker's Shared Shopping Lists. These are the lists they've created and have shared with the rest of the users on the account.

2. Click on any red Shopping List name to open the list.
3. Click 1 or more of the checkboxes to the left of the items you want to order.
4. Click the [> Add to cart](#) button to add those items to your Shopping Cart.
5. Continue shopping or checkout as you normally would.

## Delete a Shopping List

1. Click on the **Shopping List** link at the top of the page in the light gray bar.










The **View Shopping Lists** page appears.

**View Shopping Lists**

Need Help with Shopping Lists?


After selecting a list to be shared/unshared, please click the UPDATE button.

**My Shopping List(s)**

List No.	Shared	List Name	Date Saved	
1	<input checked="" type="checkbox"/>	Decorative Hardware	Aug 28, 2012	  
2	<input checked="" type="checkbox"/>	Drawer Slides	Aug 28, 2012	  
3	<input checked="" type="checkbox"/>	Shop Supplies	Aug 28, 2012	  

[> Update](#) [> Create list](#)

**My Coworkers' Shopping List(s)**

List no.	List Name	Date Saved	
1	Casters	Dec 4, 2011	

2. Click the  , trash can icon, next to any Shopping List you wish to remove permanently.

A confirmation message may appear. Click **OK** on the message and the list will be deleted.