

# Graybar.com

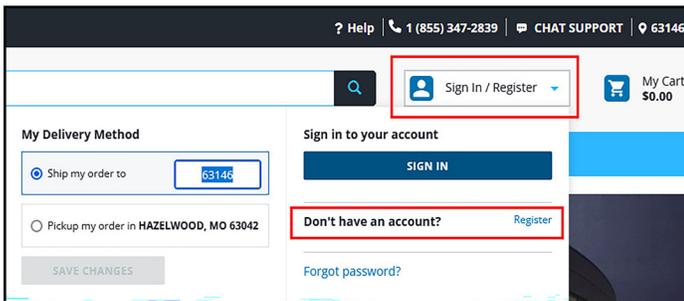
## Favorites – Adding and Managing Favorites Lists

Favorites Lists allow you to quickly organize, access and purchase your frequently ordered items.

### Sign in to your Graybar.com account

To begin, you must be signed in to a Graybar.com account to use the Favorites List. To sign in, select the “Sign In/Register” button located at the top right of the webpage.

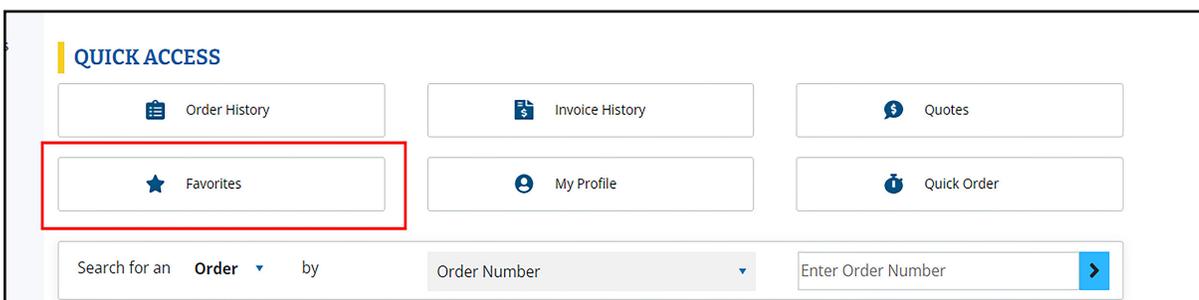
To ensure the security of your Graybar.com account, you may be asked to sign in again if you have been inactive for more than 30 minutes.



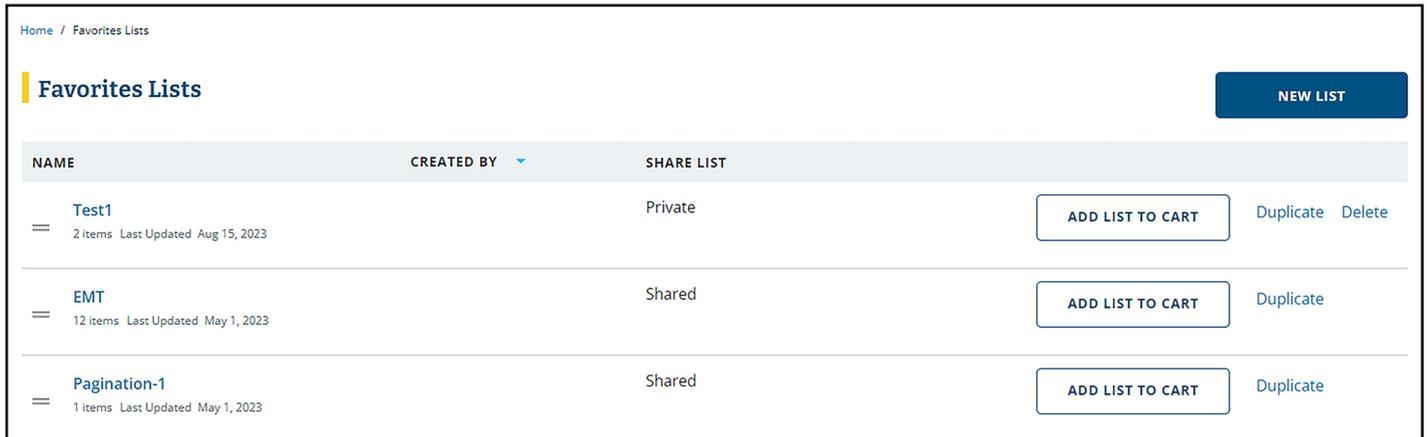
The Sign In page displays allowing you to enter your email address and password. If you do not have an account, you can start the registration process on the right side of the screen by clicking on the “Register” link.

### Quick Access to Your Favorites List

Once you are signed in, you can use the Quick Access section to select “Favorites”.



Once you are on the Favorites page, you can view all the lists associated with your account, both shared and private. Please note that only the list's creator can edit or delete a list.



NAME	CREATED BY	SHARE LIST	
Test1 2 items Last Updated Aug 15, 2023		Private	ADD LIST TO CART Duplicate Delete
EMT 12 items Last Updated May 1, 2023		Shared	ADD LIST TO CART Duplicate
Pagination-1 1 items Last Updated May 1, 2023		Shared	ADD LIST TO CART Duplicate

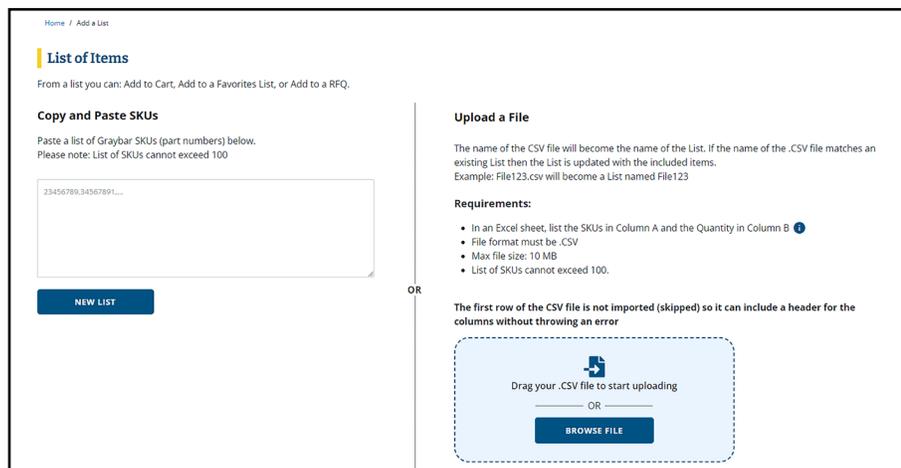
## Creating a New Favorites List

To create a new favorites list, select the "New List" button located at the top right of the webpage.

### There are three ways you can create a Favorites List:

- Method One: Type in or copy and paste a list of Graybar SKUs (also known as part numbers) in the text field.
- Method Two: Drag and drop a prepared .csv file into the blue bordered text field on the right.
- Method Three: Use the "Browse File" button to navigate to your prepared .csv file.

Please note that we recommend the number of SKUs entered at once does not exceed 100.



Home / Add a List

### List of Items

From a list you can: Add to Cart, Add to a Favorites List, or Add to a RFQ.

#### Copy and Paste SKUs

Paste a list of Graybar SKUs (part numbers) below.  
Please note: List of SKUs cannot exceed 100

NEW LIST

OR

#### Upload a File

The name of the CSV file will become the name of the List. If the name of the .CSV file matches an existing List then the List is updated with the included items.  
Example: File123.csv will become a List named File123

**Requirements:**

- In an Excel sheet, list the SKUs in Column A and the Quantity in Column B
- File format must be .CSV
- Max file size: 10 MB
- List of SKUs cannot exceed 100.

The first row of the CSV file is not imported (skipped) so it can include a header for the columns without throwing an error

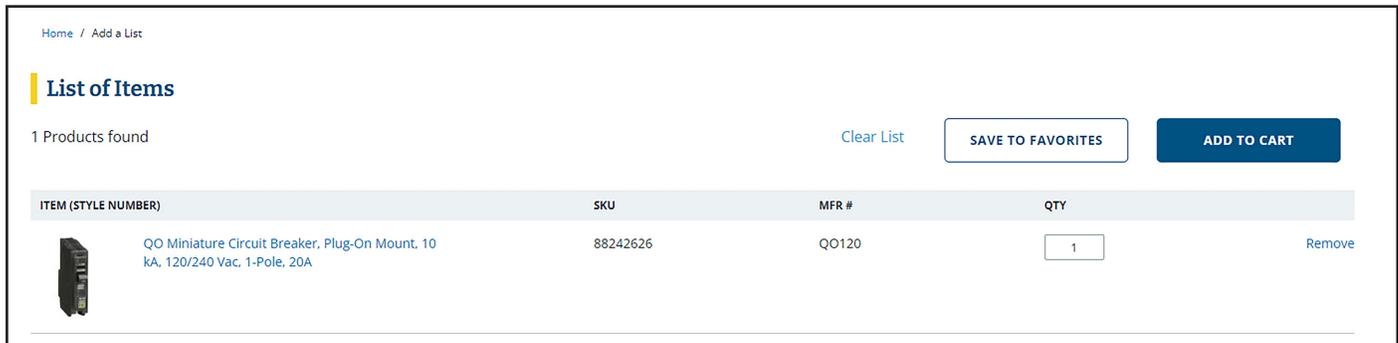
Drag your .CSV file to start uploading

OR

BROWSE FILE

If a SKU is no longer available, a message will appear: "To add all items to your cart, please remove the SKUs that are no longer available. Please note: If this is a shared list, only the creator of the list may remove the items."

Once you have determined your list of SKUs and uploaded them through your chosen method, the List of Items page will be displayed. On this page, you can add your list directly to your cart, save to your favorites, or create a new favorites list.



ITEM (STYLE NUMBER)	SKU	MFR #	QTY	
 QO Miniature Circuit Breaker, Plug-On Mount, 10 kA, 120/240 Vac, 1-Pole, 20A	88242626	QO120	<input type="text" value="1"/>	<a href="#">Remove</a>

Once you are on the List of Items page, you can also modify the quantities of your SKUs or remove them entirely.

### Add items from your list to your cart

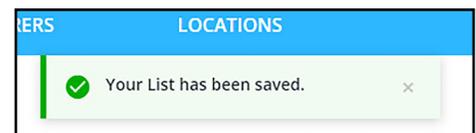
To add a list directly to your cart, click on the “Add to Cart” button. The items displayed on the List of Items page will be added to your cart and a pop-up will be displayed, giving you the option to save that list for future purchases or go directly to your cart where you can begin the checkout process.

When you click on the “Save to Favorites” button, a pop-up opens allowing you to name your Favorites List and make it either a private or shared list.

Once you have given your Favorites List a name and made it either private or shared, click the “Save” button. You have now created a Favorites List!

Please note that duplicate favorite names are not allowed. If you enter a name that already exists, the program will require you to enter a new or modified name.

Once the Favorites List has been created and saved, a message will be displayed indicating your Favorites List has been successfully saved.



## Adding and Managing Favorites Lists

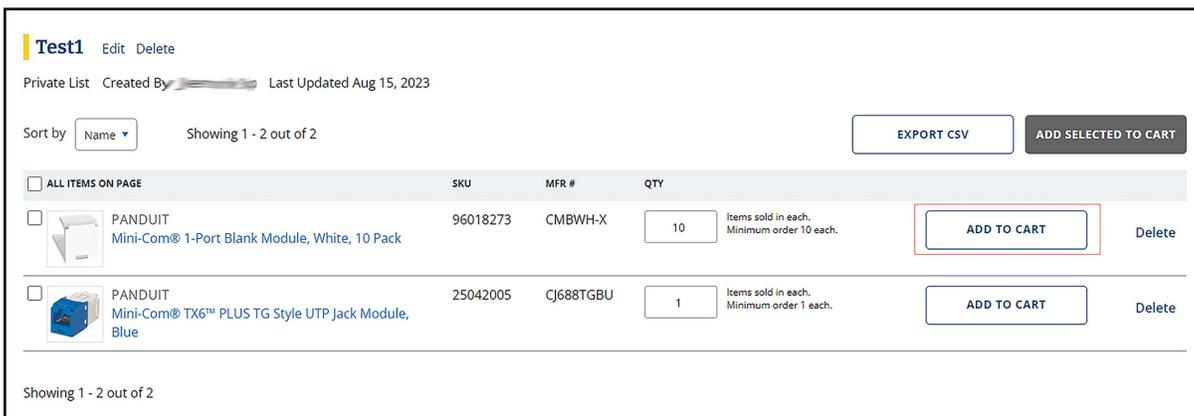


Depending on the number of Favorites you and your team have created, you may need to scroll to find your newly created list. You can also select your name from the “Created By” option to narrow down the list to include your favorites.

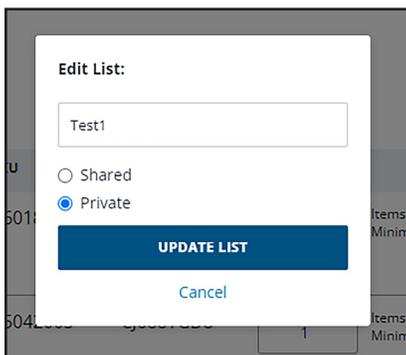


On your Favorites Lists homepage, you will see all the lists that you have created or that have been shared with you. From here you can delete or duplicate a list, or add it to your cart. To rearrange the order of the list, click and hold the desired row and drag it to the desired location and then release your mouse.

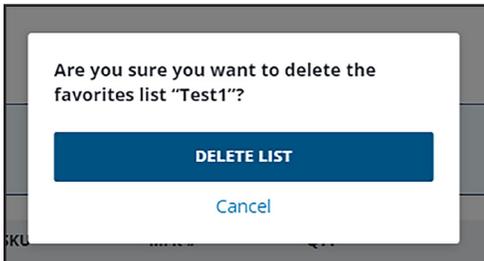
To view or edit the products in your list, click the name of the list. The creator of the favorites list can edit or delete the list by selecting the edit or delete options.



The “Edit” button will display a pop-up so you can edit as needed. When you are finished, select the “Update List” button.



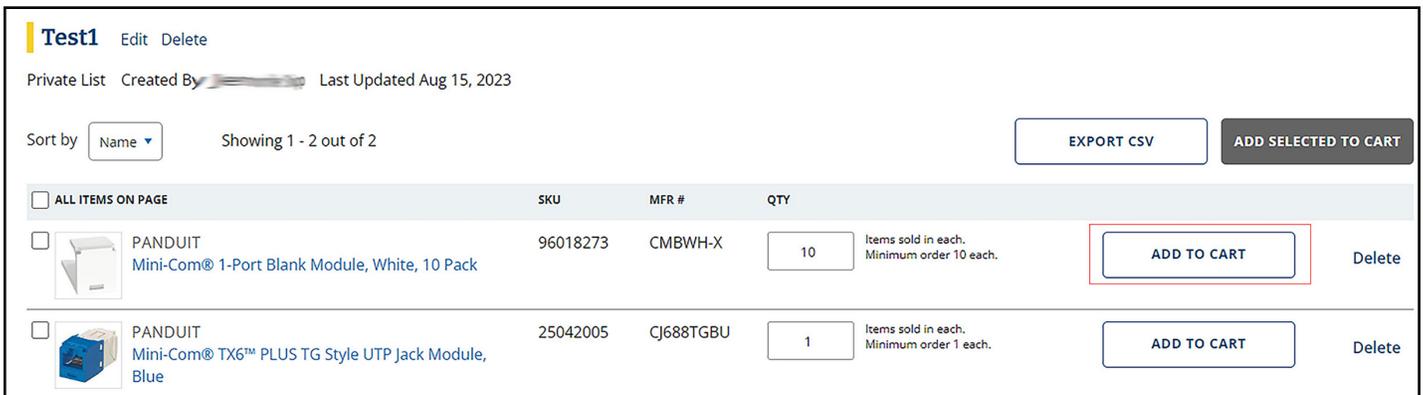
The “Delete” button will display a pop-up to confirm you want to delete the list.



You can also export the list using Export .csv. The downloaded file will contain the manufacturer part number, item name, Graybar SKU, item description and the UPC number for each item.

### Add List to Cart

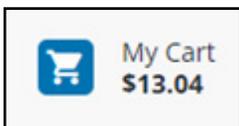
Add your list to your cart by selecting the item(s) you want to purchase with the “Add to Cart” button on the line of each item. You can also select the “All Items on Page” box. When using this checkbox, the “Add Selected to Cart” button displays so you can select it and add your item(s) to the cart.



The screenshot shows a favorites list titled "Test1" with "Edit" and "Delete" links. It indicates it is a "Private List" created by a user and last updated on Aug 15, 2023. The list is sorted by "Name" and shows 1 - 2 out of 2 items. There are "EXPORT CSV" and "ADD SELECTED TO CART" buttons. A checkbox for "ALL ITEMS ON PAGE" is present. The table below lists two items:

<input type="checkbox"/>	SKU	MFR #	QTY		
<input type="checkbox"/>	96018273	CMBWH-X	10	Items sold in each. Minimum order 10 each.	<input type="button" value="ADD TO CART"/> Delete
<input type="checkbox"/>	25042005	CJ688TGBU	1	Items sold in each. Minimum order 1 each.	<input type="button" value="ADD TO CART"/> Delete

A small green pop-up window displays indicating the addition to the cart was successful. You will also see the price value of your cart in the cart display in the top right of your screen.



By following these simple steps, you will be able to build and use a Favorites List on Graybar.com.