

CREATING & UTILIZING **PRODUCT LISTS**

STEP ONE

Product Lists (*previously titled Product Groups*), can be created in a variety of ways. These are great if you frequently purchase the same items, prefer to save shopping lists for later purchases, or simply want to customize your account in order to reduce searching time. When you are looking at products on the site, you will notice a button on each product that says "+Product List".

SEARCH RESULTS PAGE

	Results for Milwa	ukee Tool
Shop Werner	559 Products	Sor
Electrical Supplies (480)		
ools (61)	C. T. C.	
safety (36)	19/11	
electrical Supplies Misc (8)	Thinunkee stor	() - I and
Automation & Control (4)	MACTALL STO	
View More >	INAL SE	
	Milwaukee® 48-22-3100 Inkrall™ Permanent Industrial	Mitwaukee® M18 th 2626-20 Cordless Oscillating Multi-Tool
Search	Mfr Part #: 48-22-3100 Werner Part #: 4021993	Mfr Part #: 2626-20 Werner Part #: 4046568
Search within results Q	\$1.19 / EA	\$163.33 / EA
Search within results Q	\$1.19 / EA In Stock: 11 Check Warehouses	\$163.33 / EA In Stock: 10 Check Warehouses
Search within results Q. Previously Purchased	\$1.19 / EA In Stock: 11 Check Warehouses	\$163.33 / EA In Stock: 10 Check Warehouses

PRODUCT DETAIL PAGE

Na market and	Milwaukee® 48-22-3100 MonuteR 42:3330 bitstim Persent industrial Marker. Fire Line Tra Androll, Batter Manatauer. Batter, Manatauel Marker 4:232300	\$1.19 / EA Min Qiy, 1 Qiy Internet, 1 1 Add Te Cent 😿
	Wene Part #- 6022003 UPC: 045262330473	+ Product List

STEP TWO

When you click that button, you will get a pop-up like the one shown below, asking you to either select an existing product group to add to, **OR** create a new product list. Then click the "Add to Product List" button when you are ready.

dd to Product Lis	t
Select Product List:	•
Search or select Product List	~
Or	
Create a New Product List	
Schedule email reminders to reorde	er this list
Add to Product List	Close >

STEP THREE

To access your product lists, you can select the Product Lists widget from your homepage



OR "My Lists" from the "My Account" dropdown.

	FLAUM RD MADISON 53716 S	hip v		NEEL C	Quick Ord Bulk Order	CONTACT US	€ 920-815-405
Shop	Brands	Solutions	Promotions	M	у Ассон	unt	
				Product & Order Management	Pr	ofile information	
Đ	My Quotes View All >	ਮੁਤੂ Orde View Al	r History	My Account Account Settings Addresses My Saved Payments Saved Orders Invoice History Order History Order History Order Approval My Quotes My Lists Previously Purchased	Ct W B S S S Inn W U 1 0 0 S S S 1	VERNER ELECTRIC SUP III-TO: #123456 side Rep VESLEY WERNER WERNER®WERNEREL 23-456-7891 VISIGE Rep TANLEY SUPPLY SUPPLY®WERNERELEI 23-546-1234	PLY ECTRIC.COM STRIC.COM
Recei	Product Description	d	Price	Change Ship-To	>	Sign Out of Acc	count >

STEP FOUR

You will now see all of your product lists. From here, you can add an entire list to your cart or delete an entire list.

/ly Lists				
Search	Q	Sort By Last Updated	>	Create List
ample List dated 6/9/2022 by Joke Balley		Total 3 item	•	Add List to Cart 😿 Delete List 👔
ample List 2 Jated 6/9/2022 by Jake Balley		Total 2 ften	5	Add List to Cart 🙀 Defete List 🗊

STEP FIVE

If you click on the title of the list, you will be able to open it up and view all of the items within the list. You can delete individual items from the list if they are no longer necessary. You may also add individual items from your list to your cart without adding the entire list at once. You may also update product quantities before deleting or adding items to your cart by changing the number in the box located directly above the "Add to Cart" button.

• Home • My Account • My Lats • Example Lat Example List			- Export Product List	σ^{D}_{ϕ} Share	C Print
Updated 6/9/2022 by Jake 8	laicy 🛆 Private	🖾 Schedule Email	Reminder 🗎 Copy	🗍 Delete	🖉 Edit
2 items List Total \$39.52	Search last by keyword or item θ	Q	Add List to Cart	Add In	oms O
Select All Add To Ce	ert 🔛 🔯 Detete		Sert by Cur	tom Sort ∽ Ed	lit Sort Order
1	Milwaukee® 49-56-7010 Small Threa	d Hole Saw Arbor, UP To 1-3/16 in Arbor, 3/8 in Shiink,	Hardened Steel	\$9.8	4/EA
ŧ.	Mfr Part #: 49-56-7010 Warner Part #: 49508 Added on: 6/9/2022	In Stock: 6 [Check Wanshouses + Add Note	/	2	-
	Select				-
-	Milwaukee® 48-39-0539 Compact Pc	ortable Band Saw Blade, 35-3/8 In L. 1/2 In W X 0.02 In	Thk, 24 TPI, BI-	\$19.8	4/PK 📋
\bigcirc	Mfr Part #: 48-39-0539 Werner Part #: 3977341 Added on: 6/9/2022	In Stock: 56 Check Warehouses + Add Note		1 Add To Cart	P
	Select				

STEP SIX

You can also export your product list into a spreadsheet. Refer to <u>Website Guide: Exporting Product</u> <u>Information</u> for detailed directions on exporting.

< Home < My Account < My Lass < Example List.	C- Export P	roduct List	⊴ [©] Share	C Print
Updated 6/9/2022 by Jake Bailey 🚔 Private	C Schedule Email Reminder	Copy	Delete	🖉 Edit

Tips & Tricks for Utilizing Your Product Lists >



TIPS & TRICKS FOR UTILIZING YOUR PRODUCT LISTS

TIP ONE

Add additional items to your product list right from the product list page by clicking the "Add Items" button. You will be able to search by keyword or item # and add to your list right from here:

Updated 8/19/2020 by HANNA	BRAZEE & Shared with 1 others		Schedule Email Reminder	Сору	Delete	Bedit
5 items List Total \$268.86	Search list by keyword or item #	Q	Add I	.ist to Cart 🏾 🍃	Add Item	ns
Select All Add To Cart	Delete	S Uplo	earch by keyword or item # Q	QTY 1	U/M~	+

TIP TWO

Lists can now be shared with others. You can see this right on the main product list page where all of your lists are shown.

< Home < My Account < My Lists		
Search Q	Sort By Last Updated	Create List >
test Updated 8/19/2020 by HANNA BRAZEE	Total 5 items	Add List to Cart 📜 Delete List 🗊
test 2 Updated 8/19/2020 by HANNA BRAZEE	Total 2 items	Add List to Cart 📜 Delete List 🗊

In order to change the share settings on one of your lists, you will need to click into the list that you would like to share. Click the "Share" button in the top right corner.

< Home < My Account < My Lists < test 2	[→ Export P	roduct List	∝o Share	🖶 Print
test 2				
Updated 8/19/2020 by HANNA BRAZEE 🚔 Private	∑ Schedule Email Reminder	🖹 Сору	🗓 Delete	Edit
]		_	

You will then get a pop-up asking if you would like to simply "Send A Copy" or "Allow others to view or edit this list." Sending a copy will allow you to email a copy of your list to someone. You can type in their email address and add a brief message, and a copy of your list will be emailed to that person.

Send a copy or allow others to view or edit this list. How would you like to share this list? Send a copy. Allow others to view or edit this list. Cancel > Cancel > Cance	
Next Cancel >	
Send a copy. Allow others to view or edit this list. ① Next Cancel > vutt of stock re Uutt of stock re Uutt of stock re 265 characters left.	
Allow others to view or edit this list. Cancel > Cancel	
Next Cancel > re Data To add multiple addresses, separate with commas. Message I'd like to share my list with you. 1/d like to share my list with you. 265 characters left.	
Message Duttor block Outtor block 61 265 characters left.	
ei 265 characters left.	
265 characters left.	
Cancel >	

In order to allow other web users at your company to view and edit the list from their accounts, you will need to select "Allow others to view or edit this list."

Share List	×
Share List	
Send a copy or allow others to view or edit this list.	
How would you like to share this list?	
Send a copy.	
Allow others to view or edit this list.	
Next > Cancel >	

Next, you will need to decide if you would like to share with certain individual(s), or all web users at your company. You will then need to decide if you would like them to be able to edit the list, or ONLY be able to view it.

	×
Allow Others To Access List	Back
Share list or make available to all users on the billing account?	
Share list. ①	
Make list available to all users on the billing account.	
Allow editing?	
Yes, allow editing.	
No, the list can only be viewed.	
Next	Cancel >
8 48-22-0109 General Purpose wire Supper/Cutter, 20 to .	12 AWG Solid/Stranded Cable/ W

TIP THREE

If you build a product list of items you frequently purchase, you can schedule an email reminder to reorder that list.

< Home < My Account < My Lists < test	[→ Export P	roduct List	∞ Share	🖨 Print
test				
Updated 8/19/2020 by HANNA BRAZEE & Shared with 1 others	Schedule Email Reminder	Сору	Delete	🖉 Edit

You can set how often you would like the email reminder, the preferred day of the week, a start and end date for the reminder, and a brief message.

nd reminders when it's time to reorder this list.	
Send Every	
1	
Repeat Interval	~
weekiy	
Day of the week	
Monday	~
Start Date	
Invalid Date	
]	
) Has End Date	
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0 characters left.	

TIP FOUR

You can add notes to the various items in your product list by clicking "+Add Note". This can be useful for those that share lists with other users. You could add a note on a particular item to allow these other users to see the importance of that item. These notes will not display anywhere other than within the product list.

1	Milwaukee® 49:56:7010 Small Thre	ad Hole Saw Arbor, UP To 1-3/16 In Arbor, 3/8 In Shank, Hardened Steel	\$9.8	84 / EA
÷	Mfr Part #: 49.56-7010 Werner Part #: 49508	In Nock: 0 Check Wanthouses	2	
•	Added on: 6/9/2022	+ Add Note	Add To Cart	¥

TIP FIVE

If you have a large product list, you can search for products within the list.

dated 6/9/2022 by Jak	s Solley 🏯 Private	🖾 Sched	dule Email Reminder	🕅 Сору	1 Delete	Ø Ed
terns List Total \$39.5	Search list by keyword or item #	٩	Add	List to Cart 🏻 📜	Add Items	•
Select All Add Te	Cart 😥 🗍 Debela	lain Caus Ashara 110 Ta 4 3/48 ka Ashara 3/8 k	Charle Undersed	Sort by: Custor	Sort - Edit S	ort Orde
Select All Add Te	Cart I Defeir Mitwaukee® 49-56-7010 Small Thread H	lole Saw Arbor, UP To 1-3/16 in Arbor, 3/8 in	n Shank, Hardened 1	Seri by: Custor	Sort∽ Edit 5 \$9.84 /	ort Orde
Select All Add Te	Cart Defense Mitwaukee® 49-56-7010 Small Threed H Mtr Part # 49-56-7010 Werner Part # 49508	lole Saw Arbor, UP To 1-3/16 in Arbor, 3/8 in In Stock; 6 Check Warehouses	n Shank, Hardened 1	Seri by Custor	sort∨ Edit 5 \$9.84 / 2	EA
Select All Add Te	Cart Defense Matwaukoe® 49-56-7010 Small Thread H Mtr Part #: 49-56-7010 Werner Part #: 49508 Added on: 6/9/2022	Iole Saw Arbor, UP To 1-3/16 In Arbor, 3/8 In In Stock: 6 J Dheck Warehouses + Add Note	n Shank, Hardened 1	Seri by Custor	\$9.84/ 2	EA

