1. **Create personal shopping lists:**
   1. With the hilti shopping lists you can reorder your most important items quickly and easily. You can access them at any time via your personal profile area.
   2. Click on your user name with the link personal shopping lists to open an overview of all your shopping lists.
   3. To create a new list, enter your name and click on create new shopping list.
   4. To open an existing shopping list, click on the direct input field to quickly add products.
   5. To buy a product, enter the quantity in the piece field and click on the shopping cart icon.
   6. You can also add several products at once. Select all desired products and click on add to cart.
2. **Manage personal shopping list**
   1. To manage a personal shopping list, please go to the **"Shopping Lists"** section . To do this, please click on your profile name on the homepage.
   2. There you will find the sub-item **“Personal shopping lists”** in the **“Your shopping lists” section.**Please click on this submenu item.
   3. You can share your personal shopping lists. This means that you also make a shopping list you created available to your colleagues (if they are registered on Hilti Online). To do this, click on **“Share your personal shopping list”.**
   4. Your shopping list (as a copy) will then also appear in the list of company shopping lists. Now other people also have access to this list and can edit it together.
   5. You can also rename your personal shopping list at any time. To do this, simply click on **“Rename”.**
   6. Now give your shopping list a new name and confirm the name change by clicking on **“Rename”.**
   7. You can also delete your personal shopping list at any time. To do this, simply click on “Delete” on the desired shopping list **.**
   8. A new window will appear. Please confirm that you actually want to delete the shopping list by clicking on **“Delete”.**
3. **Create a corporate shopping list**
   1. A shopping list helps you group together frequently needed products. A company shopping list can be shared between multiple users and edited together.
   2. To create a corporate shopping list, please click your **profile name on the home page.**
   3. There you will find the sub-item “Company purchasing lists” in the “ **Your shopping lists”** section . Please click on this submenu item.
   4. You create a new shopping list by simply giving the shopping list a name and then clicking on **“Create new shopping list”** .
   5. The company shopping list has now been created. To add products to the shopping list, simply click on the shopping list.
   6. **In the “Enter article number directly”** field you can enter a desired article number (you can also enter several articles in one step). Then click on **“Add article”.**
   7. The items you entered have now been added to your shopping list. In the same way, other registered users of your company can also add additional products to this list.
   8. You can join a company shopping list at any time and add additional items or delete items from the list.
4. **Manage company shopping list**
   1. To manage a company shopping list, please go to the **"Shopping Lists" section.**To do this, please click on your **profile name on the homepage.**
   2. There you will find the sub-item “Company purchasing lists” in the “ **Your shopping lists”** section . Please click on this submenu item.
   3. You can add a company shopping list to your personal shopping lists at any time. To do this, click on **“Add company shopping list to my personal shopping lists”.**
   4. The company shopping list (as a copy) will then also appear in the list of your personal shopping lists. You can now edit these without other colleagues having access to this list.
   5. You can also rename a company shopping list at any time. To do this, simply click on **“Rename”.**
   6. Now give the shopping list a new name and confirm the name change by clicking on **“Rename”.**
   7. You can also delete a company shopping list at any time. **To do this, simply click on “Delete”** on the desired shopping list .
   8. A new window will appear. Please confirm that you actually want to delete the shopping list by clicking on **“Delete”.**