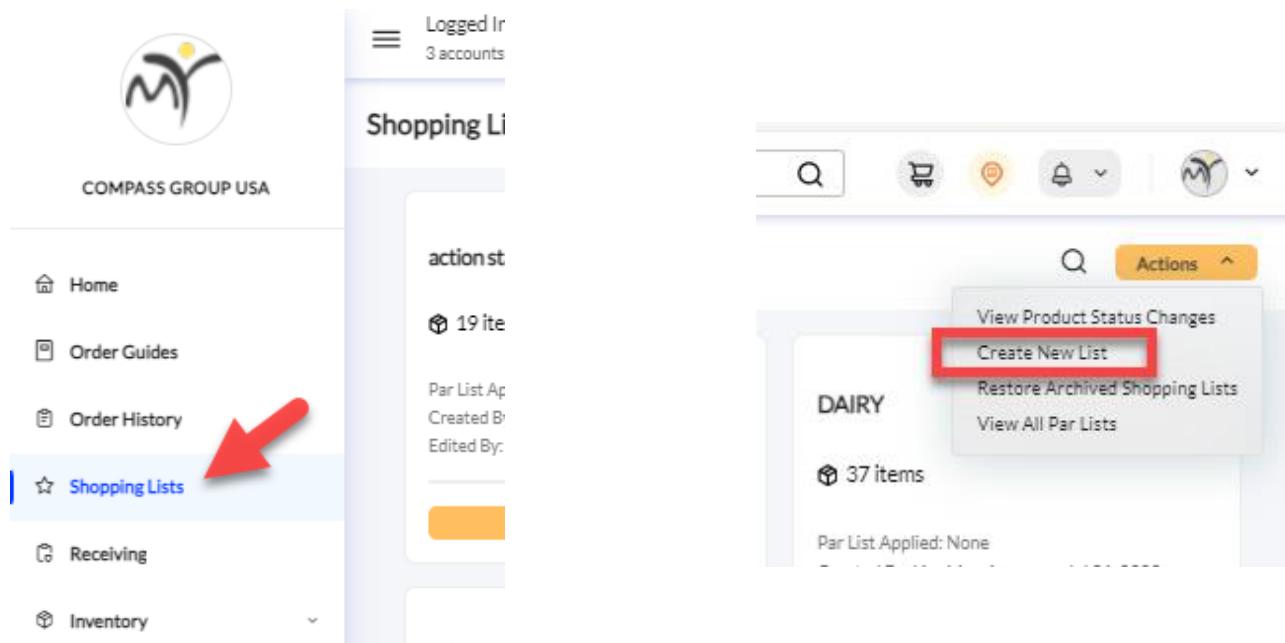


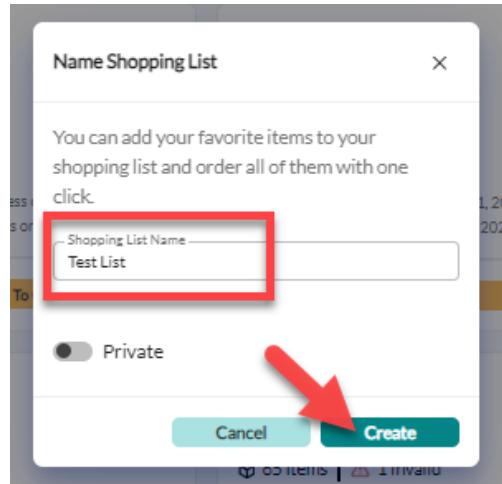
How To Upload A Shopping List

If you are looking for a quick and easy way to create a shopping list, the upload option is for you! All you need is a list of the item numbers for the items you'd like to add to a new or existing shopping list.

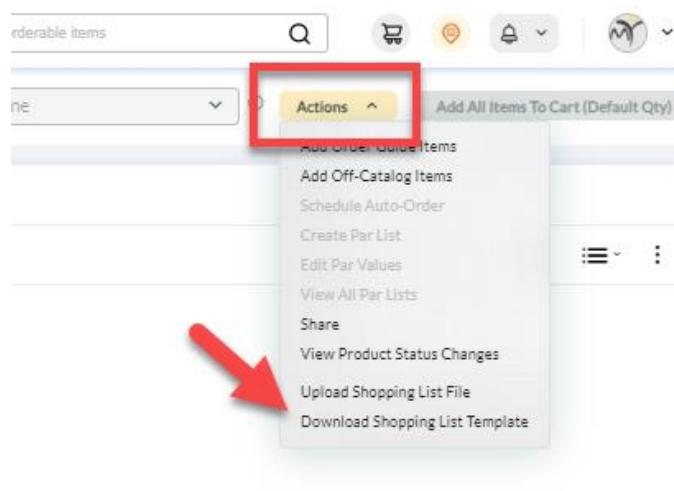
You'll start by going to **Shopping Lists**, then **Create New List** in the Actions menu.



Once you choose **Create New List**, you'll get a window where you'll give the list a name and choose whether you'd like the list to be Private (only visible to you), which is not suggested. Once you've named the list, you will hit **Create**.



Next, you will choose **Download Shopping List Template** from the Actions menu in the upper right-hand corner.

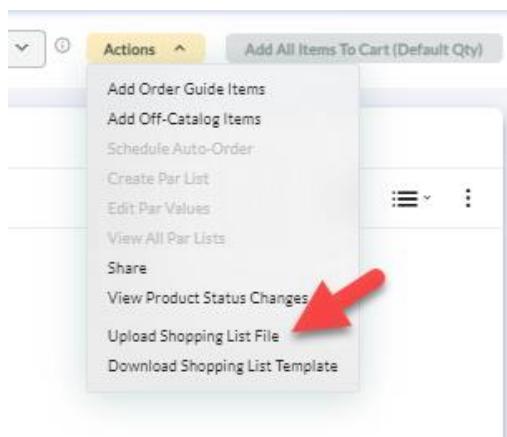




Once the excel workbook opens, you only need to fill in Column A with the item numbers.

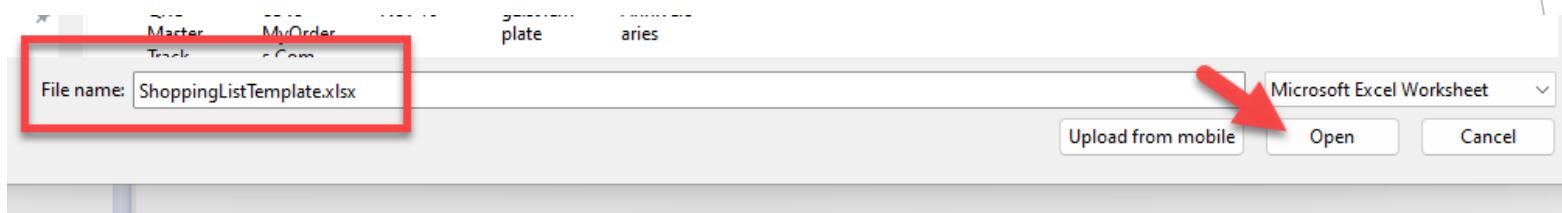
A	B	C
Dist #	OTIN	Cust #
3345580		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		

Once you've added in all the item numbers, simply save the file to your desktop. After you've saved it, you will choose **Upload Shopping List File** from the Actions menu.





You will then browse to find the file and choose **Open**.



The item(s) will then appear on your screen, and you will have the options to:

- 1. Replace Shopping List** (Replaces a current list with the new list of items.)
- 2. Update Shopping List** (Adds items to your current list.)

Shopping List Upload													Upload Shopping List File	Replace Shopping List	Update Shopping List	
SEQ	ALL (1)	VALID (1)	INVALID (0)											1	2	
SHOPPINGLISTTEMPLATE.XLSX													<input type="button" value="Q"/>			
SEQ	ALL (1)	VALID (1)	INVALID (0)	DIST #	GTIN	CUSTOMER #	ITEM DESCRIPTION	PACK TYPE	PRICE	UOM	DEFAULT QTY	TOTAL	DISTRIBUTION CENTER	DISTRIBUTOR	BRAND	ACCOUNT NA
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3345580	1007360001422		TUNA CHUNK SKIP JACK FAD FREE	6/66.5OZ	\$84.27	CS		\$0.00	SYSKO LOS ANGELES	Sysco Corporation	EMPIRESS	EUR 50948 DE