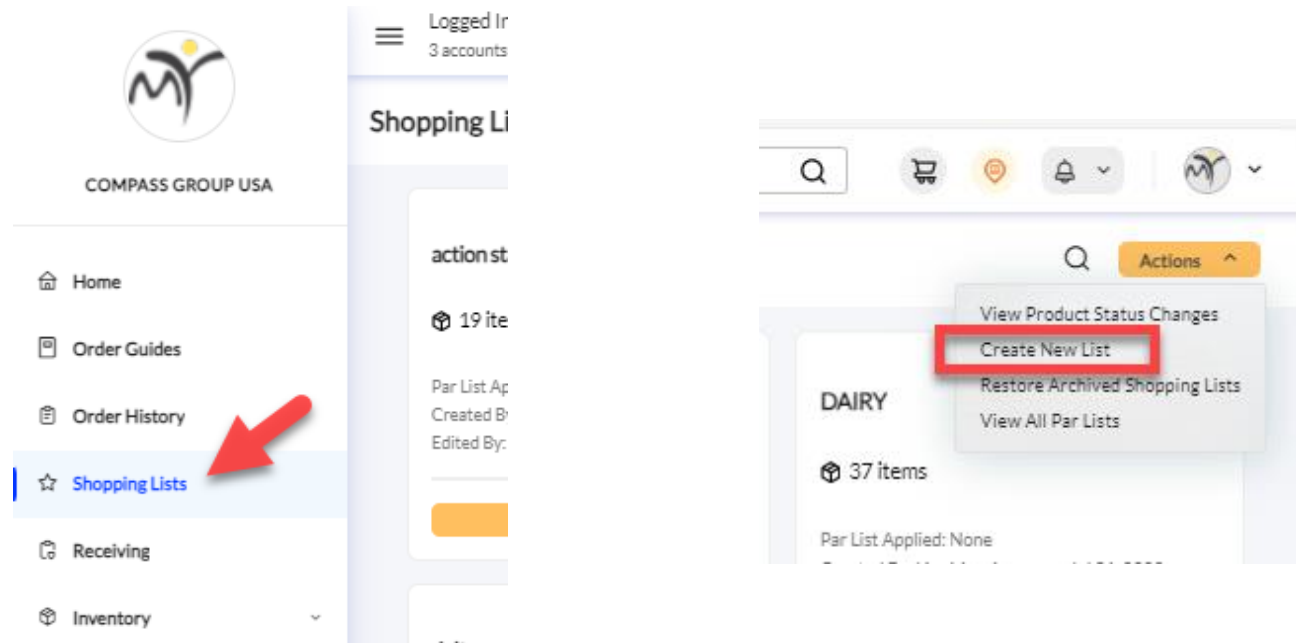


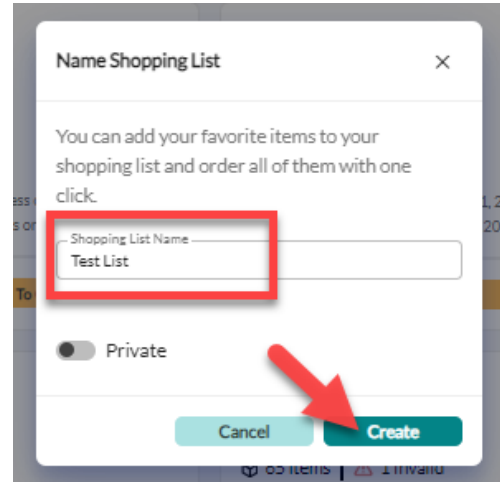
How To Upload A Shopping List

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.

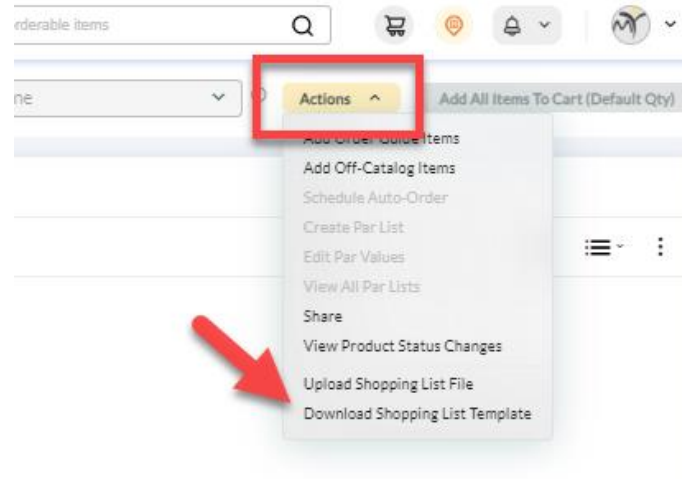


Once you choose **Create New List**, you'll get a window where you'll give the list a name and choose whether you'd like the list to be Private (only visible to you), which is not suggested. Once you've named the list, you will hit **Create**.



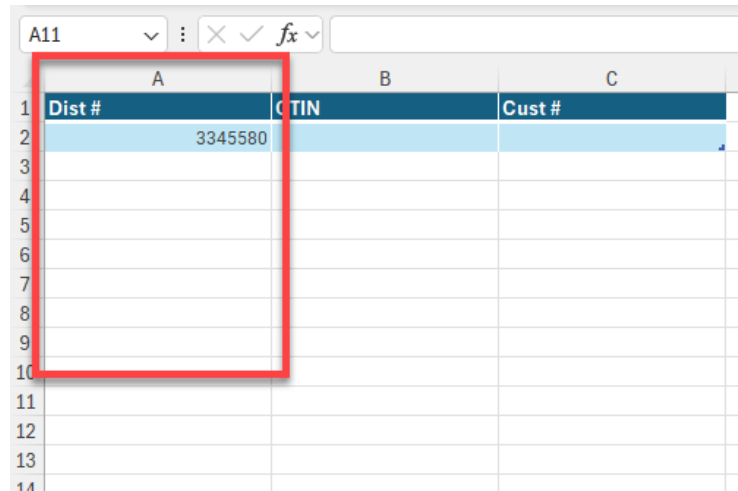
A screenshot of a 'Name Shopping List' dialog box. The dialog has a title bar with a close button. Inside, there is a text input field labeled 'Shopping List Name' containing the text 'Test List'. Below the input field is a toggle switch labeled 'Private' which is currently turned off. At the bottom of the dialog are two buttons: 'Cancel' and 'Create'. A red rectangle highlights the 'Shopping List Name' input field, and a red arrow points to the 'Create' button.

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



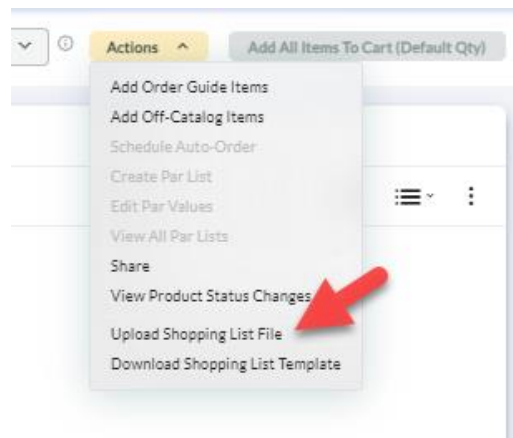


Once the excel workbook opens, you only need to fill in Column A with the item numbers.



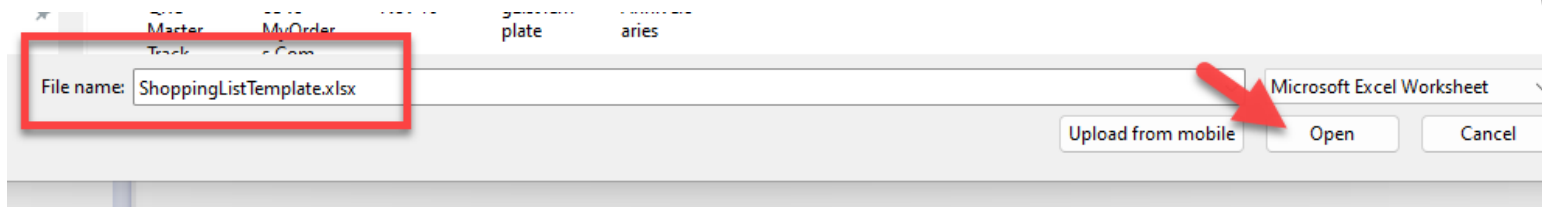
	A	B	C
1	Dist #	CTIN	Cust #
2	3345580		
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

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 1 2

ALL (1) VALID (1) INVALID (0)

SHOPPINGLISTTEMPLATE.XLSX

SEQ			DIST #	GTIN	CUSTOMER #	ITEM DESCRIPTION	PACK TYPE	PRICE	UOM	DEFAULT QTY	TOTAL	DISTRIBUTION CENTER	DISTRIBUTOR	BRAND	ACCOUNT NA
1	<input type="checkbox"/>		3345580	10073600001422		TUNA CHUNK SKIP JACK FAD FREE	6/66.5OZ	\$84.27	CS	<input type="text"/>	\$0.00	SYSKO LOS ANGELES	Sysco Corporation	EMPRESS	EUR 50948 DE