ESSEND∧NT™

SHOPPING LIST

Empowers Shopping List feature allows you to create and save lists of items to facilitate reordering frequent items without having to manually enter the item number each time. You can convert your shopping list into an order and add or remove items at any time. It also provides the ability to build an order over multiple days to meet order minimums. Note: Items on the shopping list do not allocate inventory and do not automatically convert to an order.

Access & Create Shopping List

- Access your Shopping List by selecting the icon Located on the top right of the Empower Screen.
- Select 'Create List' to build a new list or click on an existing list to make modifications.
- To view lists you have created, select the 'Me' button. To view all lists created for selected ship-to account, select the 'All Users' button.
- To delete a Shopping list, select the trash icon.

- Enter items on your Shopping Lists by selecting the 'add items to list ' link.
- You can choose how to add items to the Shopping List.

1. Upload Shopping List via Excel by downloading the provided template

2. Copy & Paste items into the provided box using item #, Quantity format

3. Enter items and quantities manually by clicking the 'add items directly to list' button

- You can also add items to your Shopping List in the following screens by selecting the desired items and clicking 'Save Items to List'
  - Product Detail
  - Purchase History
  - Order Entry
  - Search Results

View & Manage Shopping List

- The inventory levels displayed will be for the Home/ADOT assigned to the selected account number and will be refreshed each time the list is accessed.
  - You may also choose to view inventory levels based in facilities closest to a zip code by selecting 'edit list settings'.

- A running total dollar amount will display to help calculate for potential freight minimums

Convert to Order

☑ **111 (2 items)**   delete list

Account   000013
Description   222   add items to list   edit list settings   create duplicate list
Check stock from Home/ADOT (Availability subject to change at time of order.)

Select   Total $299.60 * entire list
all | none   **Add Selected to Order**   **Remove Selected From List**   **Compare Selected**

☑

🚚 Ship to Us
🏷 Wrap & Label   Bright, 20 lb Bond Weight, 8.5   Availability   Price Plan P1
🚛 Drop Ship   Sheets/Ream, 10   Across all facilities 31196 **$52.00**
🏠 Will Call   Home   CHI   3860   List Price: $369.47
Pick Existing Order   ADOT   STL   2390   Qty 5   CT Extended Price: $260.00

📱 More Views   **Update Item**

To convert the shopping list to an order:

• Select the desired items, or select all

• Update the order quantity

• Click 'Add Selected to Order' and select the appropriate order type

• Follow normal order entry functions to process the order