

## Uploading Shopping Lists



## Uploading your own company-wide shopping list.

Please note! This can only be done by the super user

1. The super user will log in as usual.

### Returning customers

In order to access your account information, shopping lists, and order history, please enter your login name and password.

Login Name:

Password:

[Forgot your login name/password?](#)

Remember my login on this computer  
(Cookies must be enabled for auto-login.)

2. There are several ways to add products. Either by using the option 'Order by Item Number' or by adding each product individually. Ordering by Item Number works as follows:

- 2.1 Click on '**Order by Item Number**'

**Order by item Number** v

- 2.2 Enter all relevant product numbers and quantities and click **ADD TO SHOPPING LIST**.



2.3 Alternatively, you can add products one by one. You can do this by finding the product on the website, entering the required quantity and clicking **ADD TO SHOPPING LIST**.

Facility Furniture Office Products Technology My Profile

SEARCH  GO View All Products A-Z Ink & Toner Paper Bulletin Board

Home > Office Products > Paper > Print, Copy and Facsimile paper > Copy paper > Product Details

Print This Page Share this page

**Compare & Save**

- Search by Brand
- View all Copy paper

**Need Help?**

- Email Assistance
- FAQs

**Paper Office Rey A4 80gsm 166**  
Office Depot Number: 4695372 entered product number 4695372

Your Price: € / pack

Qty

**ADD TO SHOPPING CART**

**ADD TO SHOPPING LIST**

Enlarge Image

Description **Product details**

3. You will now be directed to the following screen:

Facility Furniture Office Products Technology My Profile

SEARCH  GO View All Products A-Z Ink & Toner Paper Bulletin Board

Home > My Shopping Lists > Add To List

**Add To List**

**Add This Product to Shopping List**

| Description  | Your Price / unit | Qty.                           | Price |
|--|-------------------|--------------------------------|-------|
| <p><b>Paper Office Rey A4 80gsm 166</b><br/>Item Number 4695372 entered product number 4695372<br/>Manufacturer # RYODP090X061</p> | € / Pack          | <input type="text" value="1"/> | €     |

**Need Help?**

- Email Assistance
- FAQs

Select an existing list  Create a new list

Select an existing list:

List Name:

Comment:

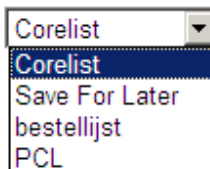
Type:  Company-Wide List  Personal List

View Trolley | Cancel **ADD TO SHOPPING LIST**

4. You have the option to add the product to an existing shopping list or to create a new shopping list.

4.1 If you add the product to an existing list, you will need to indicate which one. Only the super user will have access to company-wide shopping lists.



Select an existing list



4.2 If you want to create a new list, select this option and enter a name. Please select the type 'Company-Wide List'.

### Add To List

**Add This Product to Shopping List**

| Description   | Your Price / unit | Qty.  | Price |
|---|-------------------|---|-------|
|  <p><b>Paper Office Rey A4 80gsm 166</b><br/> <small>Item Number 4695372 entered product number 4695372<br/>                     Manufacturer # RYODP080X061</small></p>  | € / Pack          | <input style="width: 30px;" type="text" value="1"/> | €     |

Select an existing list

Corelist

Create a new list

List Name:



Comment:

Type:  Company-Wide List  
 Personal List

[View Trolley](#) | [Cancel](#)
ADD TO SHOPPING LIST

4.3 Now click on **ADD TO SHOPPING LIST**.

**Add This Product to Shopping List**

| Description  | Your Price / unit | Qty. | Price |
|--|-------------------|------|-------|
|  <p><b>Paper Office Rey A4 80gsm 166</b><br/> <small>Item Number 4695372 entered, product number 4695372<br/>           Manufacturer # RYODP080X061</small></p>  | € / Pack          | 1    | €     |

Select an existing list   
  Create a new list

  
 List Name:

Comment:

Type:   
  Company-Wide List   
  Personal List

[View Trolley](#) | [Cancel](#)
**ADD TO SHOPPING LIST**

5. You can always check whether or not a product has been added to a list by looking at the list in question.

Your new shopping list will appear in the overview:

| Current Lists                  |  |  |           |                           |                          |
|--------------------------------|--|--|-----------|---------------------------|--------------------------|
| List Name                      | Comments   | List Type  | Reminders |                           |                          |
| <a href="#">Corelist</a>       |  | Company List of Items                                      | None      | <a href="#">View/Edit</a> | <a href="#">Download</a> |
| <a href="#">test-list</a>      |  | Company List of Items                                      | None      | <a href="#">View/Edit</a> | <a href="#">Download</a> |
| <a href="#">Save For Later</a> | All the items you've set aside to purchase at a later date | All the items you've set aside to purchase at a later date | None      | <a href="#">View/Edit</a> | <a href="#">Download</a> |
| <a href="#">bestellijst</a>    | toners   | Personal List  | None      | <a href="#">View/Edit</a> | <a href="#">Download</a> |
| <a href="#">PCL</a>            | Product Comparison   | Comparison List of Items                                   | None      | <a href="#">View/Edit</a> | <a href="#">Download</a> |

[My Account](#)

[ORDER HISTORY](#)

[SHOPPING CART](#)

Please note! A regular user can see the list, but will not be able to edit it. Regular users cannot create company-wide lists.

## Setting a reminder

You can set individual reminders for each lists. If you select this option, you will receive reminders by email. This is only possible for personal shopping lists, not for company-wide lists.

### My Shopping List Details

**List Name: bestellijst**

|          |   |                     |  |
|----------|---|---------------------|--|
| Rename:  | <input type="text" value="bestellijst"/>  | Email Address:      | EBUSINESS.NL@OFFICEDEPOT.COM             |
| Comment: | <input type="text" value="toners"/>   | Select Start Date:  | <input type="text" value="19/08/10"/>    |
| Type:    | <input type="radio"/> Company-Wide List<br><input checked="" type="radio"/> Personal List | Reminder Frequency: | <input type="text" value="Cancel/None"/> |

Rename or edit comments in the corresponding fields and click "Update" to save changes.

Sort by:

In the example the frequency is set to **Never**.

You can change this to one of the following:

|                     |  |
|---------------------|--|
| Email Address:      | EBUSINESS.NL@OFFICEDEPOT.COM             |
| Select Start Date:  | <input type="text" value="19/08/10"/>    |
| Reminder Frequency: | <input type="text" value="Cancel/None"/> |

- Once
- Weekly
- Monthly
- Quarterly
- Six Months
- Cancel/None

Select a start date for the first reminder. Under frequency you can indicate how often you want to receive reminders for this particular list. The email address shown is the one linked to the account you are using (this is also the address that will be used for order confirmations).

Once you have chosen your settings, click **SAVE REMINDER**.

|                     |  |
|---------------------|--|
| Email Address:      | E-<br>BUSINESS.BENELUX@OFFICEDEPOT.COM       |
| Select Start Date   | <input type="text" value="30/07/13"/>        |
| Reminder Frequency: | <input type="text" value="Once"/> ▼          |
|                     | <input type="button" value="SAVE REMINDER"/> |