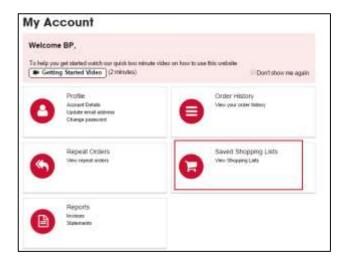
Customer Web Portal – Shopping Lists



View Existing Shopping Lists

Existing shopping lists can be viewed from the customer's **My Account** home page.



Clicking on the **Saved Shopping List**s link will display any saved shopping lists.

Saved Shopping Lists



Functions available are:

- Ø.
- Edit the Shopping List
- Add the Shopping List to Basket
- Delete the Shopping List

Add to Shopping Lists

Items can be added to shopping lists from a number of different areas of the portal by clicking on the **Add To Shopping List** link.

Order Form



Individual Item Tile



My Basket

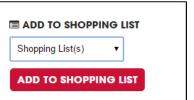


Customer Web Portal – Shopping Lists

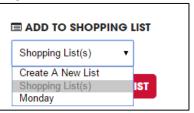


Add To / Create New Shopping Basket

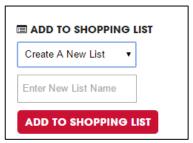
When clicking on the **Add To Shopping List** link a drop down box will be displayed. Click on the **drop down arrow**.



You will have the option to add the item to a saved shopping list or create a new shopping list.



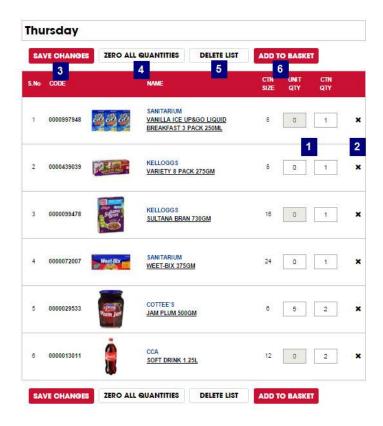
When creating a new shopping list you will be required to enter a name for the list.



Click on the **Add To Shopping List** link to add the item to a new / existing shopping list.

Shopping List Functions

There are a number of different functions that can be completed on a Shopping List.



- **1** Update the quantities by typing in the required amount (fields greyed out indicates the item cannot be ordered in the size, and the field cannot be edited).
- 2 Delete a line item from the shopping list.
- **3 Save Changes** will save any changes made to the shopping list (change in quantities, item deleted etc).
- 4 Zero All Quantities will change the quantity of all items in the list to zero.
- 5 Delete List will delete the entire saved shopping list.
- **6 Add To Basket** will add all items that contain a quantity amount to the basket (those items that have a zero quantity will not be added to the basket, but will remain in the shopping list).

Note: The **Save Changes, Zero All Quantities, Delete List,** and **Add To Basket** buttons are located at the top and bottom of the shopping list.

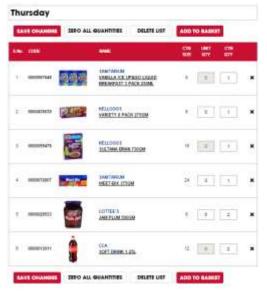
Customer Web Portal – Shopping Lists



Rearranging items in the Shopping List

Items added to a shopping list will be listed in the order they have been added. The 'Drag and Drop' functionality in the **Shopping List** allows items to be rearranged into a preferred order.

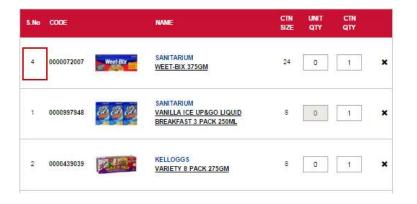
In the example below we will reposition the Sanitarium Weetbix to the top of the list.



Click on the line item and then drag and drop it into the required position on the list.



The item has been moved to the top of the shopping list, but still retains its original line position number (No.4).



Click on the **Save Changes** button to save the item in its new position (if you don't save the change, once you leave the shopping list screen the item will revert back to its original position in the list).

SAVE CHANGES

Once the change has been saved the line position number for the item will reflect its new position (Line No.1) in the shopping list. The line numbers for all other items will also be updated.

