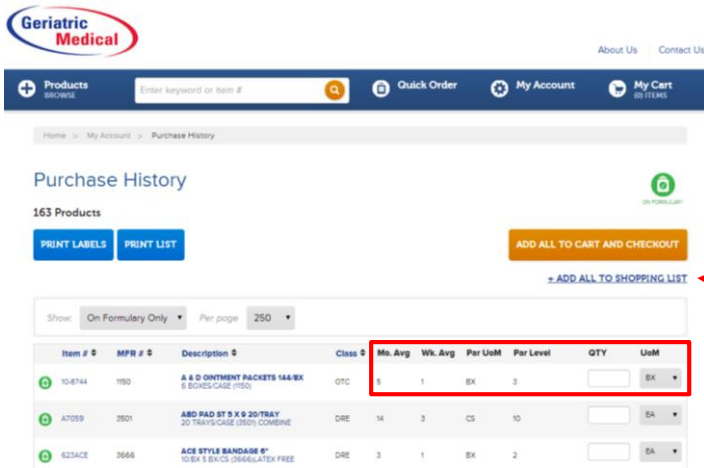


# How To: Create Custom Lists from Formulary & Past

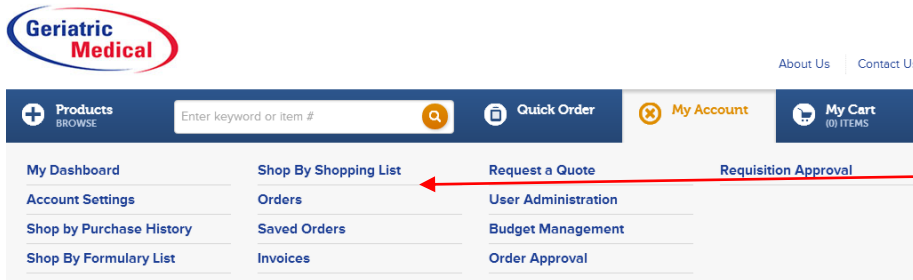
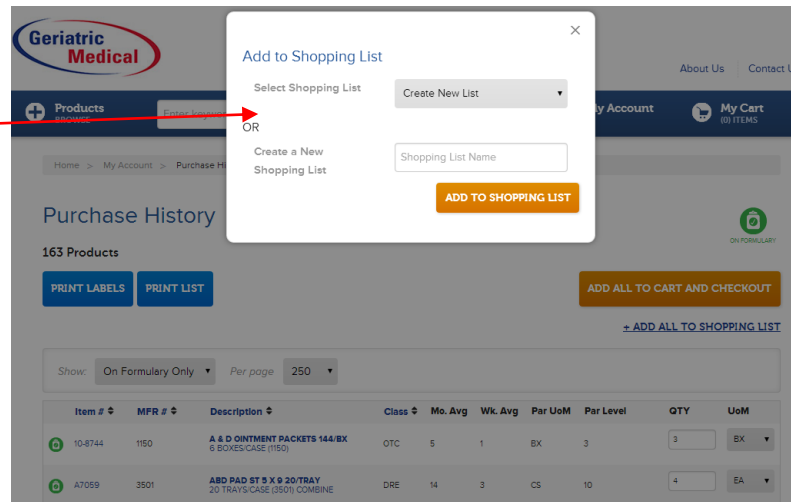


## Navigate to Shop by Formulary or Past Purchase Page

- Add the items, quantities, and UOM's needed in the red boxed fields below
- Once satisfied with the items selected, click 'add all to shopping list' right below the orange add all to cart button.

## Selecting current or creating new list

- After clicking 'add all to shopping list' you will see this pop up appear
- From this pop up, you may either select a current list, or create a new list.
- After you are satisfied with your list, click the 'add to shopping list' icon and save your list items.



## Accessing Shopping Lists

- Navigate to the 'My Account' drop down and select 'Shop by Shopping List'

## Checking Out With Shopping Lists

- Once you have landed on the Shopping List page, you will be able to select the items, UOM's, and quantities from the various lists you have set up in the drop down box.
- Once satisfied, scroll to the bottom of the page and click 'add all to cart' and proceed with the checkout process.

