Creating a Personal Shopping List

Boise Cascade Office Products

1. Log in to **www.boiseoffice.com**.
Under **Manage Shopping Lists**, choose **Manage Personal**.

2. Scroll down and enter a list name, category *(all shopping lists must contain at least one category)* and select a sort method.

Click **start shopping list**.

3. Select one of the shopping methods to begin adding items to your list: Blank Form, another Shopping List or the Catalog Search

If you use the Blank Form, add items to your list by typing a **Product Code** for each item in your category.
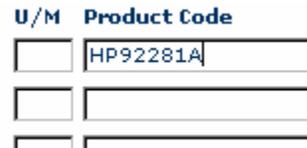
Blank Form

If you use another shopping list or the catalog searches, just put a **checkmark** beside the items you want to add to your category.
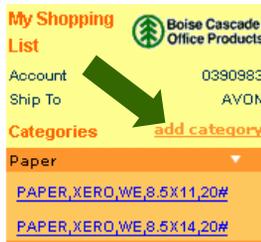
When you are finished typing or selecting the items for this category, put them on your list by clicking **add to shopping list**.

List or Catalog

edit shopping list   save list   delete list   (add to shopping list)

4. When you're ready for the next category click on **add category** in your shopping cart.

5. Type a category name, **submit** and then continue adding items to the category. Repeat this process for each category you create.

6. When you are done creating your list, click **save list**.

edit shopping list (save list) delete list   add to shopping list

7. You'll be taken back to the "Set Up/Get Started page.

To use your list to order items, begin your order by clicking **Create a New Order**.

After you click on start shopping, click on **Shopping List**. You will see your list appear. If there is more than one shopping list, select yours from those displayed.

To change a personal shopping list:
Select your list from the **Manage Shopping Lists** drop down menu.

To delete items or change quantities, click **edit shopping list**.

To add items to a category, click the small black arrow next to the category to display the items. Then use the blank form, shopping list or catalog to select your additions. Add them to the list by clicking **add to shopping list**.

When you're done with all your changes, click **save list.**
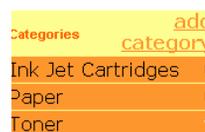
To add a new category to your list, click **add category**.

To add items to a category, click the arrow next to the category.