To Login, you must first choose the branch with which you have an account.

1. Mouse over “Shop by Location”
2. Select your Branch
3. Click “Login”
4. Enter Login ID and Password. Then click “Sign In”
Using the Shopping List

A shopping list is a convenient way to manage the items that you order repeatedly. You can build as many shopping lists as you like to keep your shopping experience simple and organized. Page 4 offers detailed instructions on building your own lists.

1. Click on “Customer Shopping List”

2. Select a Custom List & Click “Show”

3. Enter quantities for each item you’d like to purchase and click “Add Multiple”

4. Click the Shopping Cart icon to Check Out.
Using Inventory Management, Re-Order Lists

The Inventory Management tool is a way to maintain a specific stocking level for various items that you buy regularly. Page 4 offers detailed instructions for building your own Re-Order List.

1. Click on “Customer Inventory Management”

2. Select a Custom List & Click “Show”

   At this point, you will have already programmed the stocking quantity that you wish to keep in stock at all times.

3. Enter the quantity that you have on hand for each item.

   The system automatically calculates the quantity to be ordered.

4. Click “Add Multiple” and then the Shopping Cart Icon to Check Out.
Creating Shopping Lists and Re-Order Lists

The simplest way to add items to a shopping or re-order list is by searching for the item and then clicking one of the red icons.

1. From either the Shopping List or Inventory Management menu, click “Manage”

2. Click “Add”

3. Enter a name for your new list and click “Save”

Adding Items

4. Use Search or “Order From History” to find an item you’d like to add.

5. Click to add to a Shopping List. Or click to add to a Re-Order list.

6. Select the name of the appropriate list and click “Add”

If adding an item to a Re-Order list, you’ll need to specify how many units you’d like to keep in stock.