# 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.

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Products BROWSE	r keyword or item #	Quick Order	🛞 My Account	My Cart (0) ITEMS	•
My Dashboard	Shop By Shopping List	Request a Quote	Requisition Approval		
Account Settings	Orders	User Administration			
Shop by Purchase History	Saved Orders	Budget Managemen	it		
Shop By Formulary List	Invoices	Order Approval			

#### ccessing 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.



