

# My Lists

Use the **My Lists** feature in **My Wolseley** to make searching and ordering faster and easier



Click on the My Lists tab on the right-hand side of your My Wolseley page ( **A** ) will bring you to the **Lists** page ( **B** ). Here you can access your own lists or choose from general lists of commonly used products, known as Express Lists.

**Lists** **B**

My Lists (8) Express Lists (277)

Shop **My Wolseley** **A** Support

NAME ▲	PRODUCTS	LAST MODIFIED DATE	TYPE
American Standard lavs			
AMS LIST 2017			
Blanco upload			
OS&B parts			
Panasonic fans			
Riobel Kits			
Sinks			

Orders

Order Number	Web Reference Number	Date	Customer PO Number	Subtotal	Status
8200638		Dec 06, 2018	BARLETTA- PAT CLARK	\$284.12	Invoiced
8195550		Dec 06, 2018	VINEMOUNT	\$246.40	Open (Backordered)
8191060		Dec 05, 2018	CASE VAN	\$19,420.50	Open (Backordered)
8189827		Dec 05, 2018	ONTARIO STONE - LINO	\$315.67	Invoiced
8182426		Dec 04, 2018	LOST PRODUCT	\$1,202.18	Open (Backordered)
8182362		Dec 04, 2018	PLG&TILE/2730 DECEW RD	\$579.44	Invoiced
8176397		Dec 04, 2018	MIKE SCARFO	(\$1,202.18)	Invoiced
8175391		Dec 04, 2018	WAXMAN	\$122.50	Invoiced
8175291		Dec 04, 2018	WILLOWBROOK/BLAKEY	\$826.80	Invoiced
8163018		Dec 01, 2018	DALE PARK/ BOB + CATHIE	\$2,358.45	Open (Backordered)

Web Quotes

Web Reference Number	Product	Last Modified Date	Type
1		Jul 07, 2018	Custom

Ordered Products

- My Ordered Products
- Upload a Spreadsheet
- Download

My Lists

- American Standard lavs
- Steamist Components
- Riobel Kits
- Panasonic fans
- OS&B parts

## MY LISTS

- Streamline searching & ordering
- Search for items in a list
- Add items or an entire list to your cart
- Check stock
- Customize by project & upload .csv files
- Add items to list from the shop page

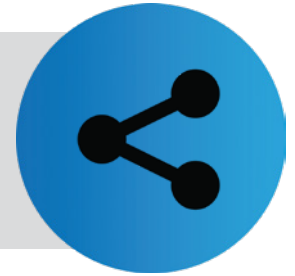
## EXPRESS LISTS

- Save these pre-populated lists of commonly ordered items to your own lists
- Check box the desired express list, click Add To My Lists
- Once added to My Lists, the entire list or selected items can be added to cart, edited, printed, shared or exported

# My Lists




## SHARED LISTS

Share your custom lists within your group of users



NEW FEATURE

Results per page

	NAME	STOCK	QUANTITY	UNIT PRICE	REMOVE
<input type="checkbox"/>	 American Standard 0222000.020 Ovation Porcelain on Steel Countertop 1-Bowl Oval Sink, 20-1/2 in. L x 17 in. W x 7-3/8 in. H, White AMS0222000020		<input type="text" value="1"/> U	\$119.68	<input type="button" value="x"/>
<input type="checkbox"/>	 American Standard 0222000.021 Ovation Porcelain on Steel Countertop 1-Bowl Oval Sink, 20-1/2 in. L x 17 in. W x 7-3/8 in. H, Bone AMS0222000021		<input type="text" value="2"/> U	\$118.20	<input type="button" value="x"/>
<input type="checkbox"/>	 American Standard 0346403.020 Colony Vitreous China Countertop 1-Bowl Oval Sink, 20-1/2 in. L x 17-5/8 in. W x 7-1/2 in. H, White AMS0346403020		<input type="text" value="2"/> U	\$64.80	<input type="button" value="x"/>

- Select and open the list you want to share and click on 'Share List'
- Select the check box next to each user or account that you wish to share. Click 'Share'
- Users within selected accounts will now have access to this list in their My List tab
- The original list owner will maintain full control of the list and any updates made will be automatically made in the shared views

### Share This List

Select checkboxes next to Profiles you wish to share this list with. Once you click 'Share', all users within the selected Profiles will be able to view this list. You maintain full control of this list and any updates made will be automatically made in the shared views

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- Joe Plumber - ABC COMPANY 68191
- Jane Plumber - ABC COMPANY 68191

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