

## Custom Shopping Lists on AirManagementSupply.com

Create saved shopping lists to quickly access commonly placed orders or groups of items and check out in just a few clicks. In this document, you will learn several ways to set up lists.

### Most Common Ways to Set Up a List:

1. Send your formatted excel list to your sales rep to have it uploaded to your account page.
2. Set up a new list via your My Account page and add items individually from the product browser.
3. Build a cart and add it to a list.
4. Upload a list as a Shopping Cart and save it as a New List
5. Access your Items Purchased in the last 30 Days list, copy the list to a new list name and remove any unwanted items.

### Sending a Formatted Excel List:

1. Access the "Custom List Template" excel file and follow the instructions at the top of each column.

|   | A   | B                        | C                                  | D  | E   |
|---|---|--------------------------|------------------------------------|--|---|
| 1 | Name your shopping list with a short but descriptive title. | Do not change this field | Enter your CAC Account Number here | Enter the item IDs of the products to add to your list here. | Enter the total quantity of each item you want on your list here. |
| 2 |   |                          |                                    |  |   |
| 3 | <b>Shopping List Name</b>                                   | <b>List Type</b>         | <b>Customer Code</b>               | <b>Item ID</b>   | <b>Qty</b>  |
| 4 | 14 SEER Cond 1.5T   | SYSTEM                   | 12345                              | 113072   | 1   |
| 5 |   |                          |                                    |  |   |
| 6 |   |                          |                                    |  |   |

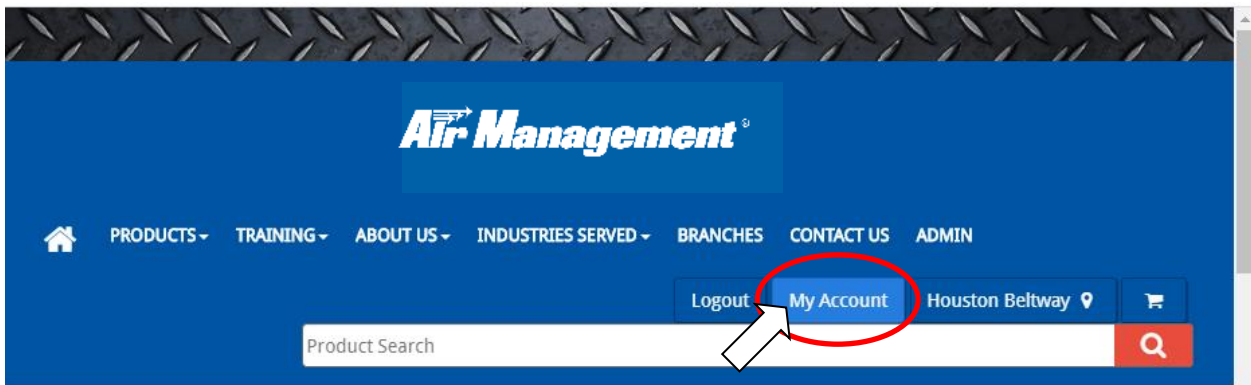
2. In Column A, assign a name to your list. You can set up lists for systems you frequently purchase, truck stock, accessory items, filters, and more. If you are setting up multiple lists, you can save them to one excel file. Each shopping list will be created based on separate Shopping List Name. Be sure each line of your list has an associated list name.
3. Leave Column B as "SYSTEM".

*\*For the best user experience, please use the latest version of Google Chrome*

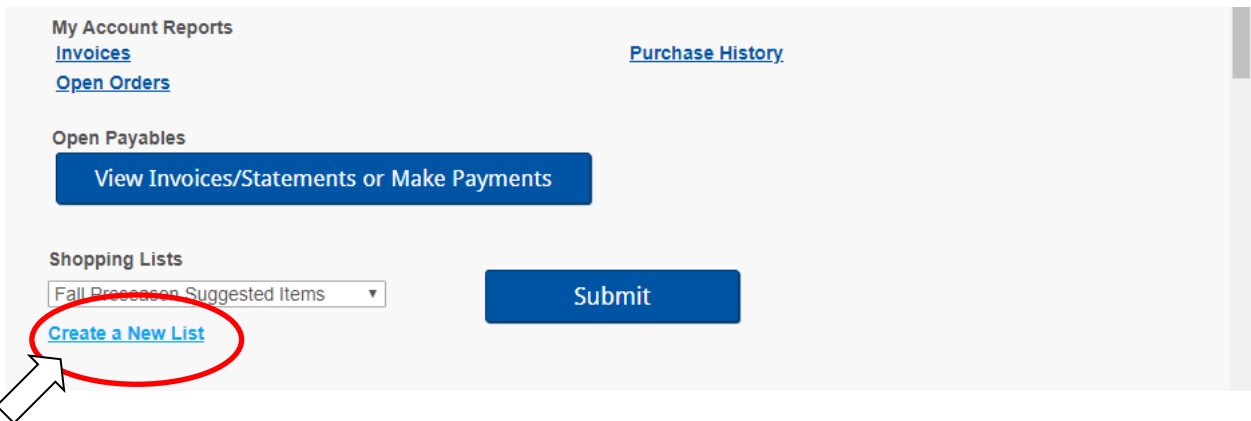
4. In cell C4, type in your Air Management Supply account number.
5. In the Item ID column (D), enter the Item IDs of the items you wish to include on your list. Each item should have a quantity entered in column E.
6. Once you have completed your custom list(s), save your file to your desktop. Email your file to [marketing@AirManagementSupply.com](mailto:marketing@AirManagementSupply.com) or to your sales rep to have it uploaded to your online account. Once loaded by Century personnel, your list will appear on your My Account page when logged in under the Custom Lists section.

#### Creating a New List on the Website:

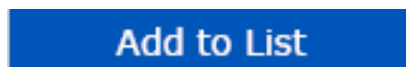
1. Once logged in to AirManagementSupply.com, access the 'My Account' page from the top of the screen.



2. There are two ways to start a new list:
  - a. On your My Account page, locate the Shopping List section and click "Create a New List".



- b. When viewing a product you want to add to a list on the website, click the "Add to List" button associated with the product.



3. Enter a name for your list and click submit.

*\*For the best user experience, please use the latest version of Google Chrome*

Enter a name for your new shopping list and then click submit:  
Create a new list:

4. You can now look up items using the search function or by filtering through the Product Browser and clicking the Add to List button. Select the list name and add to the existing list by clicking the Submit button.

**SHOPPING LISTS**  
Select an existing shopping list and then click submit.  
Existing List:    
Enter a name for your new shopping list:    
Create a new list:     
submit:

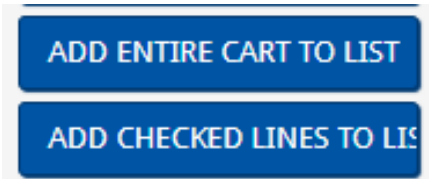
- Example For Website
- Example For Website
- Materials Order
- TestUpload
- Truck Stock 1
- Truck Stock 2

### Building a Cart and Creating a List:

1. Using the Search bar or Product Browser, add desired items to your cart.
2. When you have added all items for your list to your cart, go to your cart by clicking the cart icon.



3. From the cart page, you can either add the entire cart to a list, or select only certain items to add to your list.



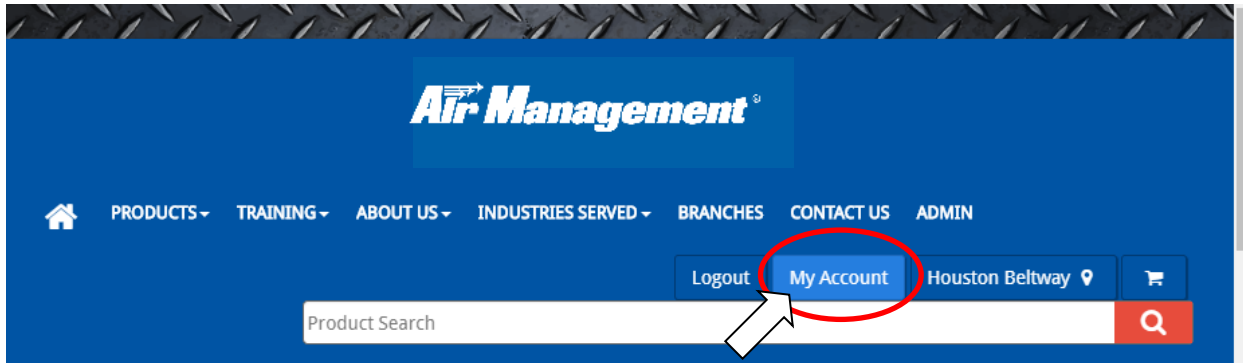
4. After selecting the appropriate option, enter a name for your list and click submit.

Enter a name for your new shopping list and then click submit:  
Create a new list:

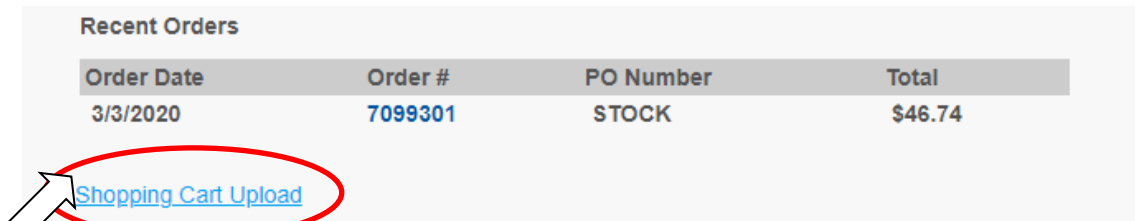
### Uploading a Shopping Cart to Save as a List:

*\*For the best user experience, please use the latest version of Google Chrome*

1. Once logged in to AirManagementSupply.com, access the 'My Account' page from the top of the screen.



2. Select the "Shopping List Upload" at the bottom of the screen under Recent Orders.



3. On this page, you can upload a list using a Tab Delimited text file (.TXT). To create this, open an Excel document and type your first Item ID in Column A and the quantity you want to appear on the list in Column B. Once you complete your list, save the Excel file to your Desktop as an original (you may want to make changes to your list in the future). Then, go to "Save As" and select "Tab Delimited" and Save As to your desktop or specified file location.

### Shopping Cart Upload

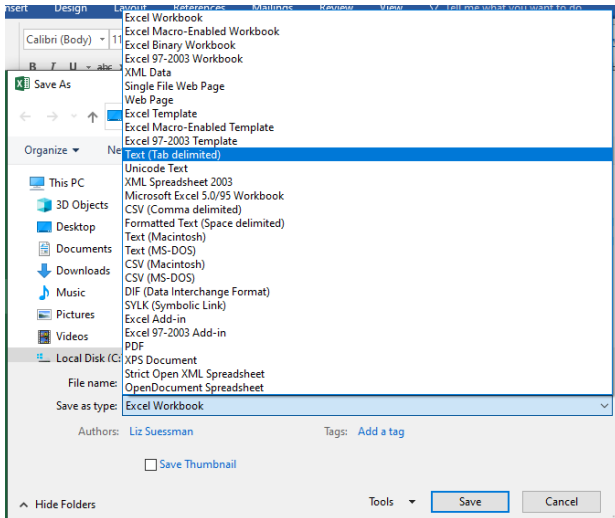
**Shopping Cart File:**  
 No file chosen

Please be sure the file you select is a tab delimited text file. Select the file with the Browse button or enter the file name and then select the Update button. The changes will be made as soon as the file has successfully uploaded. Files that contain a large number of items may take several minutes to complete processing.  
Please make sure that:

- File is a tab delimited text file with three columns
- First column of the file is the item code
- Second column of the file is the quantity
- Third column of the file is the unit of measure and it is optional

| A       | B | C | D | E | F |
|---------|---|---|---|---|---|
| 029863  | 1 |   |   |   |   |
| 186537  | 2 |   |   |   |   |
| 098398  | 1 |   |   |   |   |
| 123862  | 1 |   |   |   |   |
| 171006  | 1 |   |   |   |   |
| 030872  | 1 |   |   |   |   |
| 2140824 | 1 |   |   |   |   |

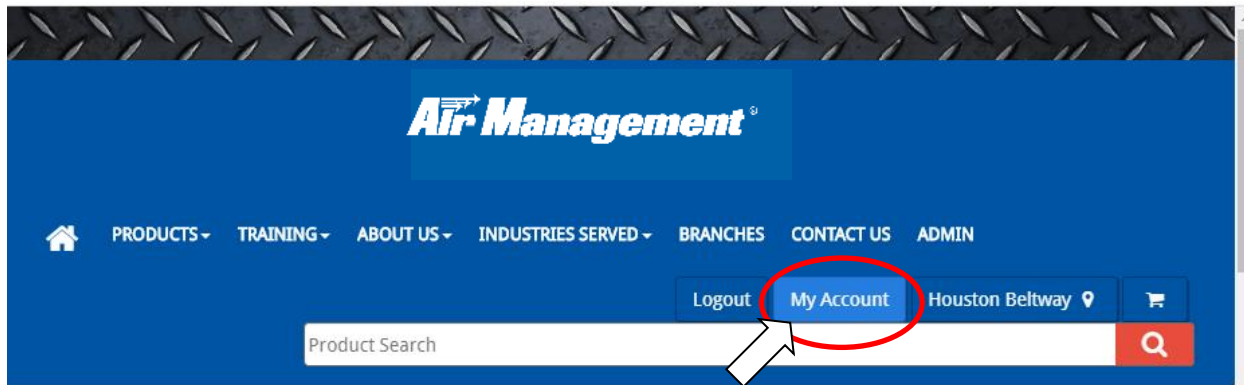
*\*For the best user experience, please use the latest version of Google Chrome*



4. On the AirManagementSupply.com site, select “Choose List” and locate the saved Tab Delimited (.TXT) file. Once selected, click the “Update” button on the bottom of the page.
5. You can now access your list from the My Account page under the Shopping List dropdown menu.

#### Using Items Purchased in Last 30 Days list:

1. Once logged in to AirManagementSupply.com, access the ‘My Account’ page from the top of the



screen.

2. Under your Custom Lists dropdown, you will see a list called “Items Purchased Within Last 30 Days”. This is a comprehensive list of all items charged to your Air Management Supply account in the previous 30 days. Select the list and click “Submit”.

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**Shopping Lists**

Items Purchased Within 30 Days ▾

[Create a New List](#)

**Submit**

3. Scroll to the bottom of the list and click “Copy List” to create a new list to save.

**Copy List**

4. Name your list and click “Submit”.

Enter a name for your new shopping list and then click submit:

Create a new list:

**Submit**

5. Now you can remove any unwanted items from the list using the “Remove” link next to the item(s) you want to remove to create your list of wanted items.