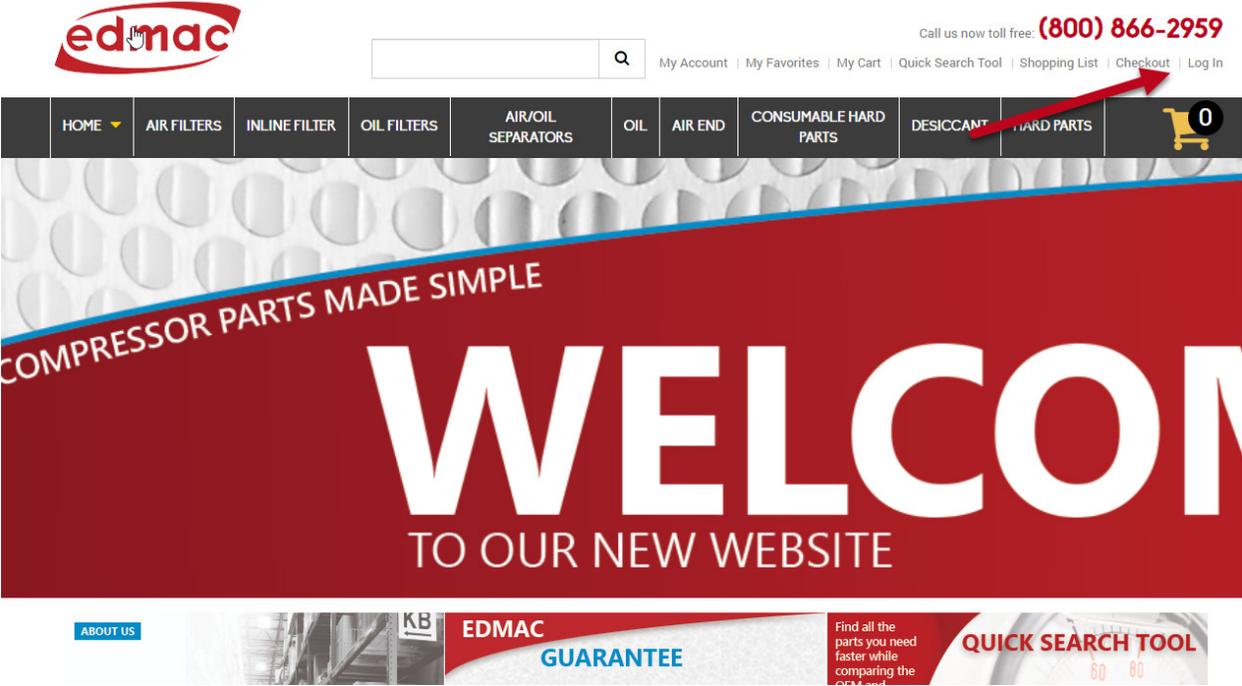# Using the Shopping List

Your Shopping list is your quotes but on the Edmac website.

How to use your shopping list

log into your Account

Step 1: Go to the top right and log into your account on www.edmac.com

Shopping List
Account Shipments

      Step 1: Once you're on on the website you will want to go to the top right and click on shopping list.

      Step 2: If you were sent a link by a sales rep this is when you would put that into the address bar on you web browser. Don't worry it will keep you logged in as long as you put in the copied URL after you are logged in not before, otherwise you will have to log in still.

Navigation your shopping list

How to manage and organize your shopping list to find what you need, view and order your parts from the shopping list.

> Step 1: Once you open up your shopping list you will see a list of all of your lists that have been created before.
> Step 2: Column 1 is the name that the Edmac team will give your quote.
> Step 3: Column 2 is a spot where you will be able to add and update a name to the quote/list. This is so you will be able to go back and find the quote again and re order if it is for a certain job.
> Step 4: In Column 3 you will see an emai of the customer that the quote/list was created for. This could be anyone that is apart of your company and you will be able to look and and place orders on them no matter who they were created for.
> Step 5: The 4th coulumn is who created the shopping list from Edmac or your Edmac sales rep.
> Step 6: The 5th column is when the shopping list was created for you.
> Step 7: The last and 6th column is when your shopping list was updated. This is for when you update the name on the customer's side.

You have the ability to sort the columns by clicking on the arrows in the column that you want to sort your shopping lists by. Also if you are trying to find a specific shopping list you can search in the search bar to the right and that will search all of the terms for each column to help you find a specific shopping list faster.

Show 10 ▾ entries   Search: Search by name, email

Name ▲	Custom Name	Customer Email	Created By	Created At	Updated At	
Test 1	Update	alvord3d@aol.com	doug.podraza@edmac.com	2019-04-15 18:21:10	2019-04-15 14:21:10	View
Test 2	Update	alvord3d@aol.com	doug.podraza@edmac.com	2019-04-16 18:58:41	2019-04-16 14:58:41	View
Test List	Update	alvord3d@aol.com	sandy.tu@silksoftware.com	2019-04-15 18:10:05	2019-04-15 14:10:05	View

Showing 1 to 3 of 3 entries   Previous   1   Next

Your Shopping List

What your shopping list will look like when viewing

Step 1: Below is what you shopping list will look like. You will have a comparison between the OEM and Aftermarket of the part you want if there is an equivalent. You will have your price and then the qty where you will need to go through and pick which one you want and make sure all of the qtys are correct!

Step 2: If you click on the red part number it will bring up that part and you will be abe to see more details and also see list price of the product.

Step 3: Once you have gone through all of the parts and made sure everything is correct, you will want to add the parts to your cart where you can go through the check out process.