Custom Lists - Select List

Left screen:

GRAND&TOY.

Search by Keyword or Product

Orders | Accounts | Tools | Products ▾ | Ink & Toner ▾ | Services ▾ | 🛒 0

Edit My Profile

Account: 500000
Orders
Cart
Open Carts (43)
Create New Order
Custom Lists
Frequently Ordered
Order Tracking
Pending Approval
Returns
Scheduled Orders

Custom Lists

You have the following Custom Lists ava... open a list and/or add products to it, click on the list name. Or, create a ne... m up by clicking on "Create List".

A ● Create A New List   **B** Create List Category   Create Product Category

C My Lists | All Lists **D**

Action:			List Name:	Date Created:
View	Edit	Delete	Joel's	2017-02-05
View	Edit	Delete	Joel's 2	2017-01-23

E

My Category Name

Action:			List Name:	Date Created:
View	Edit	Delete	Joel's 3	2017-01-27

Business   About Us   Support
Get An Account   Corporate Profile   Order Tracking

NEW

Right screen:

Live Help | Your Location: Don Mills, ON | Sign Out | Français

GRAND&TOY.

A0 9900, 33 GREEN BELT DR, Joel Smith
Search by Keyword or Product 🔍   🛒 0

Order | Products | Ink & Toner | Services | Manage Account | Advanced Tools | Go Green

Custom Lists

Y... ...following C... available. To open a list and/or add products to it, click on the list name. Or, create a new custom list by clicking on "Create List".

A Create List | **B** Create Category

D

Move Up | Move Down | Delete

C My Custom Lists | All Custom Lists

List Name	Date Created	Select
Joel's	2017-02-05	☐
Joel's 2	2017-01-23	☐
E My Category Name		☐
Joel's 3	2017-01-27	☐

Move Up | Move Down | Delete

GRAND&TOY.

About Us
Corporate Profile
Corporate Citizenship
Media Room
Careers
Branch Offices

Business Solutions
Get An Account
Industry Solutions

Help
Privacy Policy
Terms & Conditions
Live Help
Customer Care

Connect
Sign up to receive promotions from Grand & Toy
Enter your email ▸

Custom Lists - Create Custom List

NEW

Create/edit mode
Displays functions specific to creating and editing the list

Left panel (NEW)

GRAND&TOY.

500000 | 33 GREEN BELT DR | Don Mills, ON • Sign Out • FR

Search by Keyword or Product

Orders | Accounts | Tools | Products ▾ | Ink & Toner ▾ | Services ▾ | 🛒 0

Create/Edit Custom List

List Name
Joel's List   **(A)**

Category   **(C)**

To change the account access, select from the following choices:
○ Not Shared   **(B)**
○ Control Account
500000
33 GREEN BELT DR

(D)

Quick Product Entry ⊕

Bulk Edit:
Product Category

Apply

☐ Select All

☐ TF Publishing Daily Desk Calendar
TFI3018
○ Color Me Happy

EA $7.79
1 Qty.
Remove Item   **(E)**
Add/Edit Item Note   **(F)**

☐ Pentel Twist-Erase CLiCK Mechanical Pencil
PD277TA

EA $1.83
1 Qty.
Remove Item
Add/Edit Item Note

○ Tip size: 0.7 mm

NEW   Cancel

Right panel

GRAND&TOY.

Live Help | Your Location: Don Mills, ON | Sign Out | Français

A0 9900, 33 GREEN BELT DR, Joel Smith

Search by Keyword or Product

🛒 0

Order | Products | Ink & Toner | Services | Manage Account | Advanced Tools | Go Green

Create List

A **Custom List** allows you to **standardize your ordering process**.
For example, standard weekly orders or new employee office supplies can be saved in a convenient list to allow for easy re-ordering.

Enter Custom List Name: **(A)**

Next

Custom List Details

This list contains the following items. To add an additional product, key in the Product Code in the Product Entry field below. To add one or more items from this list to your order, select the desired product(s) and click on 'Add to Order'. Should you wish to view pricing on this page, simply select the item(s) in question and click "Show Pricing".

Product code	Quantity	Unit	Product Description

(D)   Add to list ▸

This Custom List is currently assigned to Account #809448(Sold-To Account access)To change the account access, select from the following choices: **(B)**

○ Control Account access   [219885]
● Sold-To Account access   [809448 200 AVIVA PARK DR]
○ Ship-To Account access   [809459 (A0 9900) 33 GREEN BELT DR]

Custom List Name:
Joel's

Category Name: **(C)**

Save list to:
All Custom Lists

Sort list by: Select

Print preview

Select All | Add to Order | Show Pricing | Add Item Notes | Move Item Up | Move Item Down | Delete Items | Update

Product Code	Quantity	Unit	Select
2017 Agendas, Calendars & Planners	2017 Desk & Wall Calendars			
TF Publishing Daily Desk Calendar	1	1EA	☐
TFI3018 ○ Color Me Happy			

(F)   **(E)**

Select All | Add to Order | Show Pricing | Add Item Notes | Move Item Up | Move Item Down | Delete Items | Update

---

Custom Lists - View Mode

NEW

View Mode
Displays list with functions specific to shopping

Joel's List

Print preview   **Back To Custom Lists**

A

	TF Publishing Daily Desk Calendar	EA $7.79 ⌄	**Add to Cart**
	TFI3018	1 Qty.	
	○ Color Me Happy		

A

	Pentel Twist-Erase CLiCK Mechanical Pencil	EA $1.83 ⌄	**Add to Cart**
	PD277TA	1 Qty.	
	○ Tip size: 0.7 mm		

NEW   **Back To Custom Lists**

Custom List Details

This list contains the following items. To add an additional product, key in the Product Code in the Product Entry field below. To add one or more items from this list to your order, select the desired product(s) and click on 'Add to Order'. Should you wish to view pricing on this page, simply select the item(s) in question and click "Show Pricing".

Product code	Quantity	Unit	Product Description
		⌄	Add to list ▸

This Custom List is currently assigned to Account #809448(Sold-To Account access)To change the account access, select from the following choices:

○ Control Account access [219885]
● Sold-To Account access [809448 200 AVIVA PARK DR]
○ Ship-To Account access [809459 (A0 9900) 33 GREEN BELT DR]

Custom List Name:
Joel's

Category Name:
⌄

Save list to:
All Custom Lists

Sort list by: Select ⌄   Print preview

Select All | Add to Order | Show Pricing | Add Item Notes | Move Item Up | Move Item Down | Delete Items | Update

Product Code	Quantity	Unit	Select
**2017 Agendas, Calendars & Planners	2017 Desk & Wall Calendars**			
TF Publishing Daily Desk Calendar	1	1EA ⌄	☐
TFI3018 ○ Color Me Happy			

A

Select All | Add to Order | Show Pricing | Add Item Notes | Move Item Up | Move Item Down | Delete Items | Update

Custom Lists - Create Category / Product Category

Left screen

GRAND&TOY.

500000 | 33 GREEN BELT DR | Don Mills, ON • Sign O

Search by Keyword or Produc

| Orders | Accounts | Tools | Products ▾ | Ink & Toner ▾ | Services ▾ |

Add List Category

Keep your Custom Lists organized by sorting them into categories.

Fields marked with an asterisk (*) are required

Category Name *

(A)

Submit **(B)**

Shopping	Business	About Us	Support
Office Products	Get An Account	Corporate Profile	Order Tracking
Technology	Business Solutions	Corporate Citizenship	Privacy Policy
Furniture	Industry Solutions	Media Room	Terms & Conditions
& Ship	Chamber Of Commerce	Branch Offices	Customer Care
ty & Security	Custom Interiors	Careers	Live Help
	Ink & Toner Recycling		Free Calendar

NEW

Right screen

GRAND&TOY.

Live Help | Yo

A0 9900, 33 GREEN BELT DR, Joel Smith

Search by Keyword or Product

| Order | Products | Ink & Toner | Services | Manage Account | Advanced Tools | Go Green |

Create Category

Keep your Custom Lists organized by sorting them into Categories.

(A) Enter Category Name:

Next **(B)**