

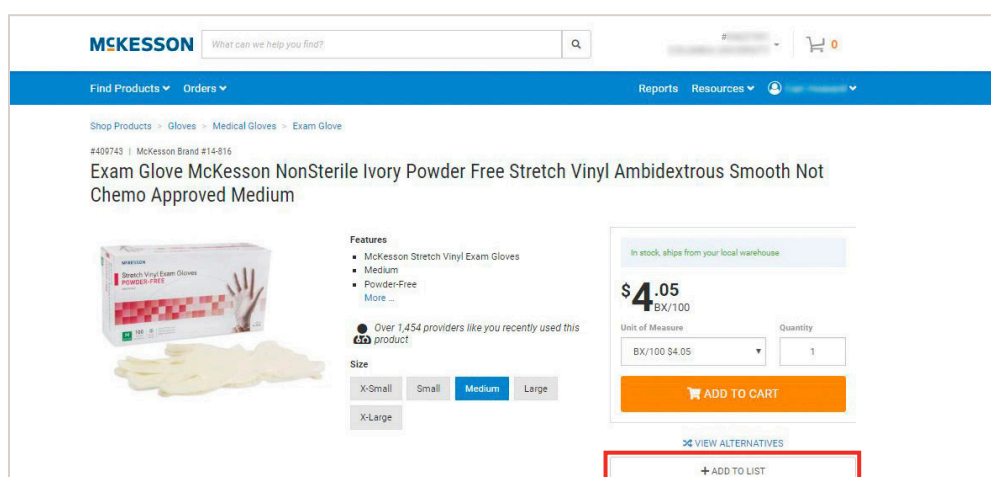


# Creating Lists in McKesson SupplyManager<sup>SM</sup>

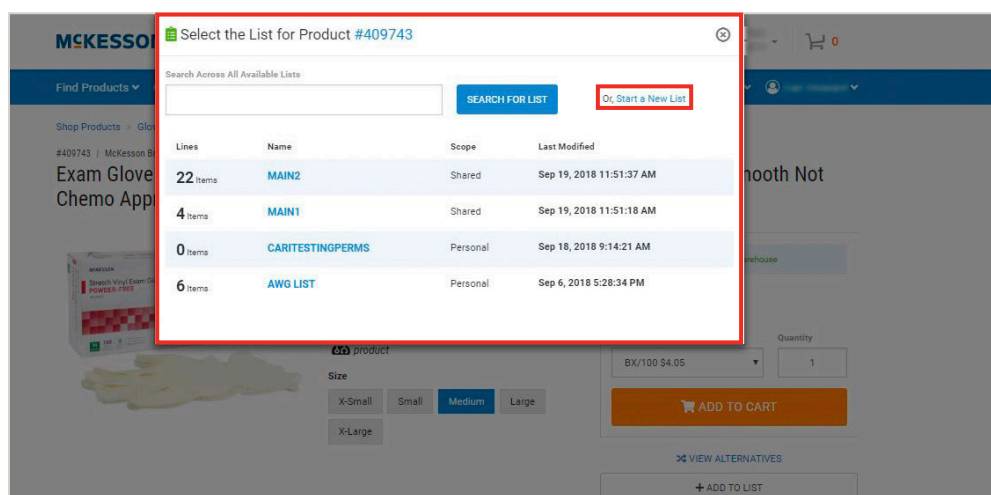
Lists can be saved and shared with other users on your account. Using lists will save you time and help you place orders more efficiently. Lists can also be locked if needed so that users can only purchase items on your list. To create a locked list, please contact Customer Service at 855.571.2100.

## How to Create a List

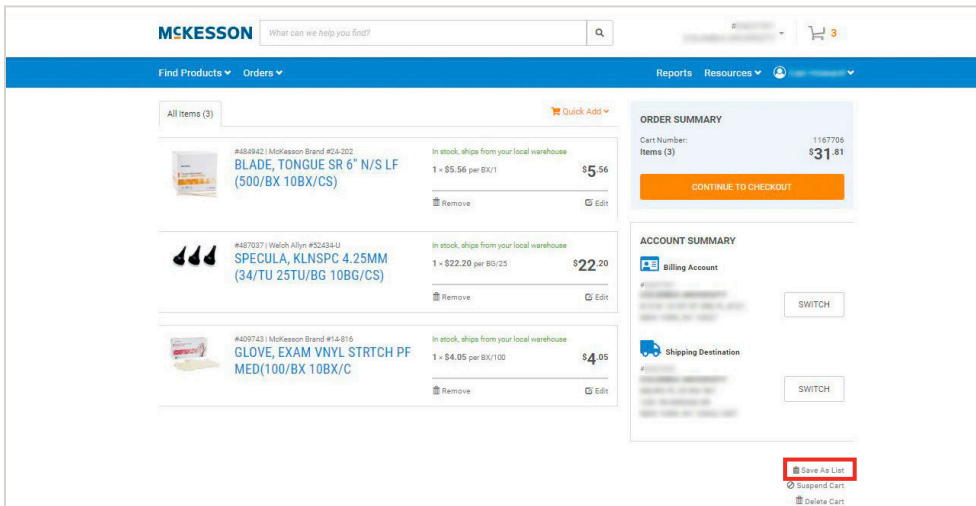
- 1 You can create a list several different ways. You can start a list from the product page by clicking **"Add to List"**.



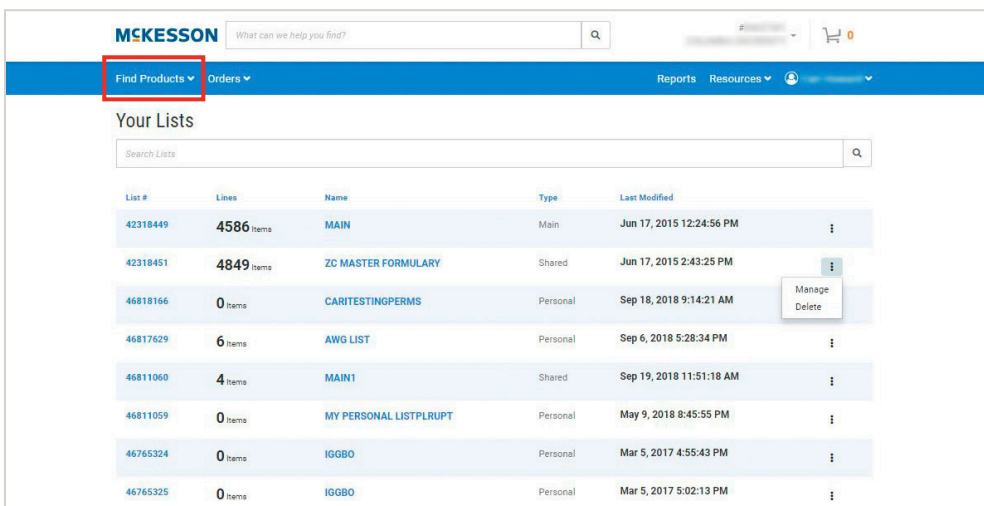
- 2 After clicking **"Add to List"**, you will be able to add to an existing list or start a new list.



- 3 You can also save a list by building your shopping cart and clicking **“Save as a List”**.



- 4 To view a list, click **“Find Products”** and select **“Lists”** in the navigation. You can then select the list you would like to view, merge or delete.



Lists are flexible and products can be added at any time.

