



# Your wolseley.co.uk how to guide



## Building custom lists

### Why?

Lists help you organise frequently used products, saving you the hassle of searching. Lists are stored to make re-ordering, stock check and price check quick and easy.

1

Create new list

Create new group

Click on 'My Account', then 'Lists'

My Favourites (170 Lists)

My Job Lists (6 Lists)

My Van/Stock Lists (3 Lists)

My Other Lists (6 Lists)

☐ AST Test (0 Lists)

Select what group of lists you want to use or create a new group

This shows previously created lists – these can be ordered, amended or deleted when they are no longer required

2

Create new list

Create new group

My Favourites (170 Lists)

My Job Lists (6 Lists)

Click here to create a new list

3

Group Name

My Favourites

Name

Description

optional

Type

Private

Type your list name

Add products by catalogue number with a quantity. Click 'Add to list'. Once added, the product will appear below

Add a product to this list

Product Code

Qty

Add to list

4

Pegler Yorkshire Tectite Sprint TT12 90 deg elbow 15mm  
Product Code: 529822

Tectite



Image shown for illustration purposes only.  
View Large Image

Your Price (Exc. VAT)

£3.04

Quantity 1

Add to order

DY2 DUW

Check stock availability

☐ Only show branches with stock available now

☐ Collect in Branch  
E&E: Reserve & Collect in-branch

☐ Delivery  
Normally available in 1-2 working days

☐ Express Delivery  
Order before 4pm for delivery the next working day

Add to List

You can also 'Add to list' when searching for products or from Order Status, Quotes, Quick Order, Product Upload or Basket for easy re-ordering

Click 'Add to list' and choose the relevant list



### Top tips

Available on mobile.  
Click '**Configure**' to save the tools you use most frequently to your mobile homepage shortcuts

Only the Account Administrator can create a new group, these groups will be shared across the organisation

Save favourite products, quotes, jobs, van stock items or any other products into handy lists

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If you have any questions, need any help, or have feedback, please call our Online Support team, or email us



onlinesupportteam@wolseley.co.uk



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wolseley.co.uk/benefits/lists

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