



# Shopping Lists

 Let's get started



# Shopping lists make re-ordering easy!

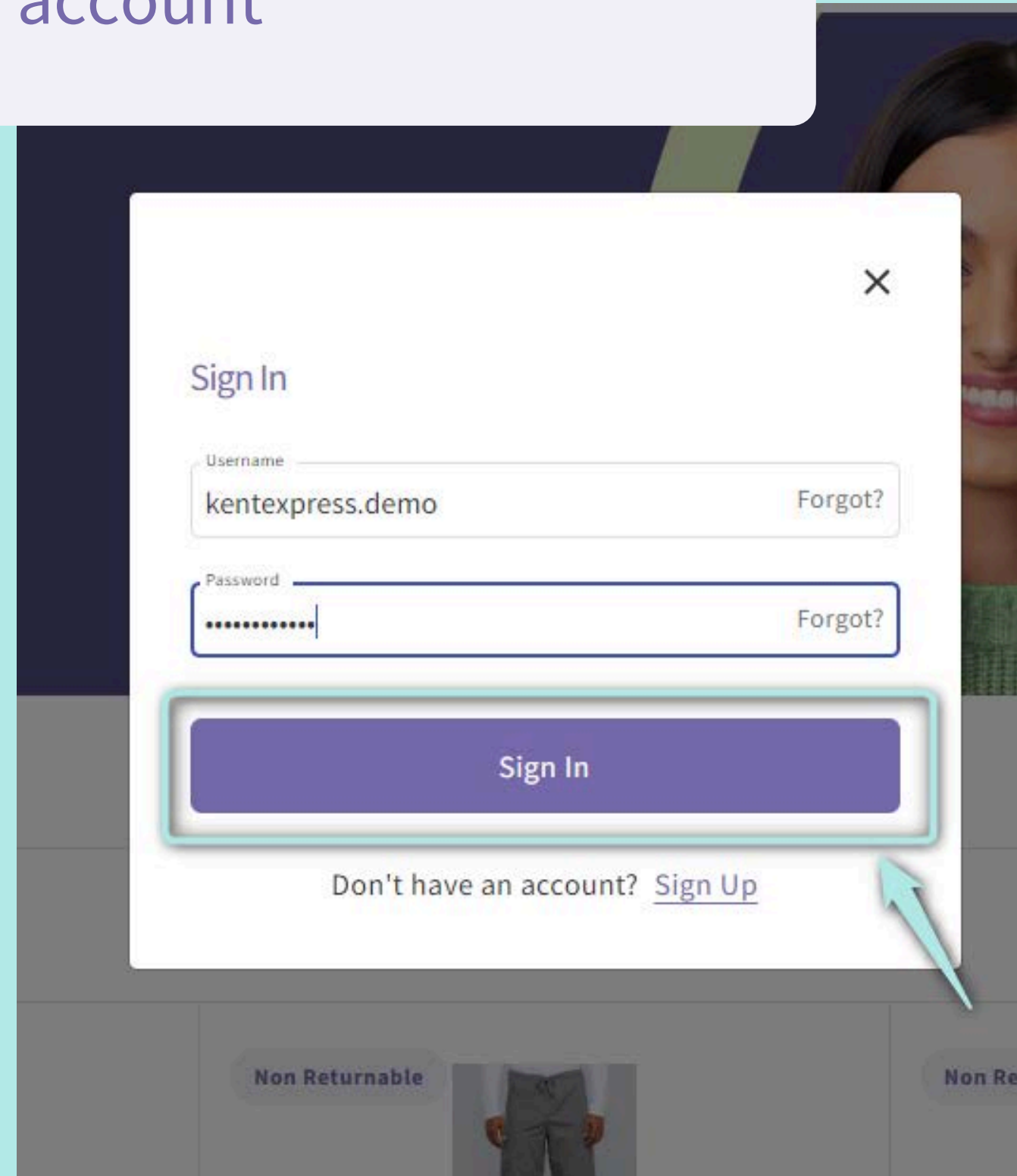
Shopping lists allow you to create curated lists that can easily be added to your basket. You have the option to share shopping lists with your entire organization, accessible locations or keep them only visible to you!

You can create new shopping lists or add to existing lists in the following areas of the website:

- **Account Dashboard**
- **Item History**
- **Basket**
- **Quick View**
- **Product Details Page**

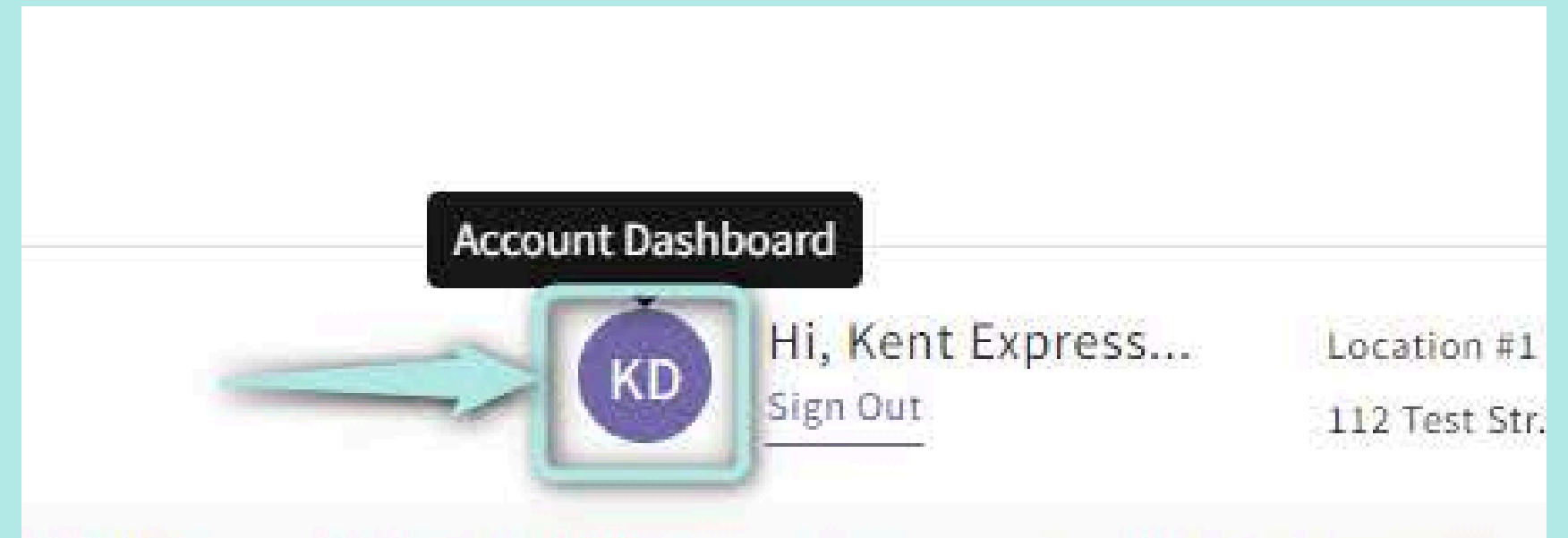
**Learn How** 

1. **Sign in** to your account



A screenshot of a sign-in modal form. The form is titled "Sign In" and has a close button (X) in the top right corner. It contains two input fields: "Username" with the value "kentexpress.demo" and "Forgot?" link, and "Password" with masked characters and a "Forgot?" link. Below the fields is a large purple "Sign In" button, which is highlighted with a red border and a red arrow. At the bottom of the modal, it says "Don't have an account? [Sign Up](#)".

2. Navigate to your **Account Dashboard**



Account ▸ My Lists & Favourites

## My Lists & Favourites

Shopping lists & Favourites can help you keep track of items and make re-ordering simple & easy! Manage your own lists or view/reorder from Shopping Lists shared with you.

**Shopping Lists** Favourites

Below is a list of all shopping lists you have created or have access to. Create a new list, edit existing ones or simply add the list you would like to purchase to your shopping basket.

[Create New](#)

[Hide/Delete Lists](#)

**Filter**  Show hidden lists  [Show 24 Per Page](#) ▾

Total Results: 1 results

Shopping Lists (1) ▲	Products ▲	Created By ▲	Last Modified ▲	Editing Permissions ▲
Shopping List #1	1	NicoleStaffAccount	05/11/2024	User with Edit Access

### 3. Select **My Lists & Favourites**

On the **Shopping Lists tab**,  
view all lists you have created or have access to

Account Dashboard >

- Orders & Returns
- Statements & Payments
- Messaging Centre
- My Lists & Favourites**
- My Organisation
- Budget Management
- My Reports
- Settings & Preferences
- Sign Out

Contact Sales

Kent Express

0800 028 1181

sales@kentexpress.co.uk

Account > My Lists & Favourites

## My Lists & Favourites

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[Hide/Delete Lists](#)

**Filter**  Show hidden lists Search Shopping List  Show 24 Per Page

Total Results: 2 results

Shopping Lists (2) ▲	Products ▲	Created By ▲	Last Modified ▲	Editing Permissions ▲	
<a href="#">Shopping List #1</a>	1		06/11/2024	User with Edit Access	<a href="#">View &amp; Edit</a>
<a href="#">Shopping List #2</a>	2		06/11/2024	Only Me	<a href="#">View &amp; Edit</a>

4. Your access to each shopping list is noted under **Editing Permissions**



Account Dashboard >

- Orders & Returns
- Statements & Payments
- Messaging Centre
- My Lists & Favourites**
- My Organisation
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- Settings & Preferences
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Account > My Lists & Favourites

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### Shopping Lists

### Favourites

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Create New

Hide/Delete Lists

Filter

Show hidden lists

Search Shopping List



Show 24 Per Page

Total Results: 1 results

Shopping Lists (1) ▲	Products ▲	Created By ▲	Last Modified ▲	Editing Permissions ▲	
<a href="#">Shopping List #1</a>	1		06/11/2024	User with Edit Access	<a href="#">View &amp; Edit</a>

5. Easily **locate shopping lists** by utilizing the **search bar**

Account Dashboard >

- Orders & Returns
- Statements & Payments
- Messaging Centre
- My Lists & Favourites**
- My Organisation
- Budget Management
- My Reports
- Settings & Preferences
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Account > My Lists & Favourites

## < My Lists & Favourites

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### Shopping Lists

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Create New

Hide/Delete Lists

Filter

Show hidden lists

Search Shopping List



Show 24 Per Page

Total Results: 1 results

Shopping Lists (1) ▲	Products ▲	Created By ▲	Last Modified ▲	Editing Permissions ▲	
<a href="#">Shopping List #1</a>	1		06/11/2024	User with Edit Access	<a href="#">View &amp; Edit</a>

6. Select **Create New** to build a new shopping list

Feedback

- Account Dashboard >
- Orders & Returns
  - Statements & Payments
  - Messaging Centre
  - My Lists & Favourites**
  - My Organisation
  - Budget Management
  - My Reports
  - Settings & Preferences
  - Sign Out

Contact Sales

Kent Express

0800 028 1181

Account > My Lists & Favourites

## < My Lists & Favourites

Sho  
Sho

manage your own lists or view/reorder from

Shopping List Information

←

←

Do not share

Users within my accessible locations  
(ie., everyone at practice locations where I can order)

All users within my organisation  
(ie., everyone in my entire company and related companies)

or

st

Show 24 Per Page ▾

**Editing Permissions** ▲

User with Edit Access [View & Edit](#)

7. Enter a **list name** and select a **sharing option**



Account ▸ My Lists & Favourites ▸

## My Lists & Favourites

Shopping List Title	Total Products	Made Available	Last Modified	Sharing	<a href="#">Edit List Details</a>
Shopping List #2	0	06/11/2024	06/11/2024	Do not share	<a href="#">Delete List</a>

Products

**Add by Item Code**

My List: Shopping List #2

[Filter](#)   Show 24 per page

Total Results: 0 items  [Download Excel File](#)

Product ▲	Price	Reorder Quantity ▼	Last Purchased ▼	Availability
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Feedback

8. On the shopping list details page, add products by **item code** or **file upload**

My Organisation  
Budget Management  
My Reports  
Settings & Preferences  
Sign Out

Contact Sales  
Kent Express  
0800 028 1181  
sales@kentexpress.co.uk





Products

Add by Item Code

My List: Shopping List #2

Filter  Show 24 per page

Total Results: 2 items

Product ▲	Price	Reorder Quantity ▼	Last Purchased ▼	Availability
 <p>Acclean Interdental Angle Brush Size 2 White 35pk (ISO 2 - Wire 0.52 - PHD 0.9mm - Constant width) 9883517 EA ACCLEAN</p>		<input type="button" value="-"/> 1 <input type="button" value="+"/> 		<input type="button" value="Add To Basket"/> <input type="button" value="Remove"/> 
 <p>Cyber Gloves Latex</p>				<input type="button" value="Add To Basket"/>

9. Delete products in your list by selecting **Remove** and manage products in your list by updating the **Quantity**

- My Organisation
- Budget Management
- My Reports
- Settings & Preferences
- Sign Out

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Products

Add by Item Code

Item code goes here

Add to Shopping List

My List: Shopping List #2

Add To Basket

Filter

Search shopping list



Show 24 per page

Total Results: 2 items

Clear All

Upload Excel File

Download Excel File

Product

Price

Reorder Quantity

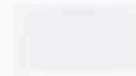
Last Purchased

Availability



Acclean Interdental  
Angle Brush Size 2 White  
35pk (ISO 2 - Wire 0.52 -  
PHD 0.9mm - Constant  
width)

9883517 EA  
ACCLEAN



- 1 +

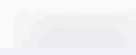
In Stock

Add To Basket

Remove



Cyber Gloves Latex  
Powder-Free Aloe  
Medium 100pk



- 1 +

In Stock

Add To Basket

Remove

10. Select **Add to Basket** at the top of the page to **add the entire list** to your basket or aside each item to **add individual products** to your basket

Feedback



Account ▸ My Lists & Favourites ▸

## My Lists & Favourites

Shopping List Title	Total Products	Made Available	Last Modified	Sharing	
Shopping List #2	2	06/11/2024	06/11/2024	Do not share	<a href="#">Edit List Details</a> <a href="#">Delete List</a>

Products

**Add by Item Code**  [Add to Shopping List](#)

My List: Shopping List #2 [Add To Basket](#)

[Filter](#)  [Show 24 per page](#) [Clear All](#)

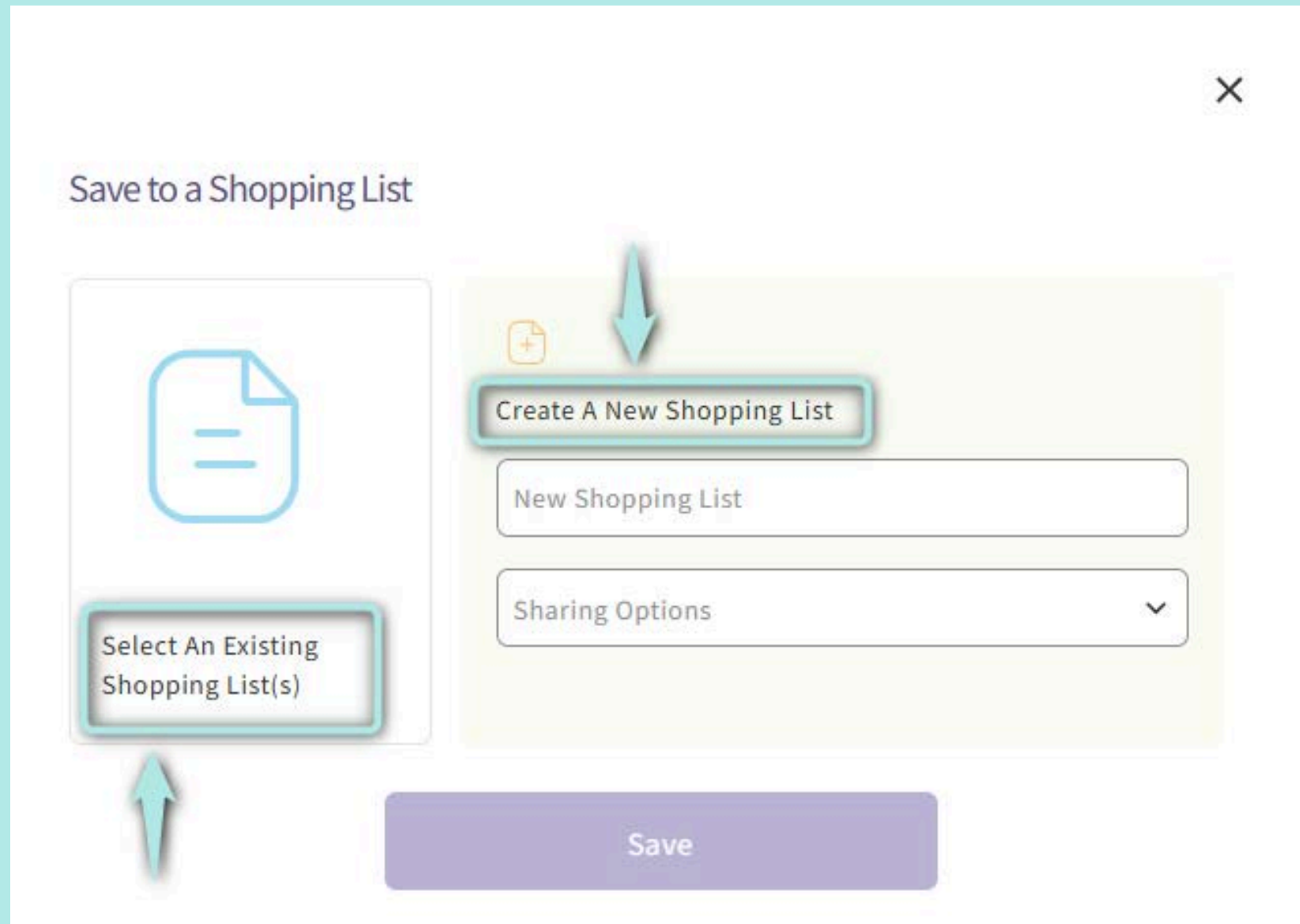
Total Results: 2 items [Upload Excel File](#) [Download Excel File](#)

Product ▲	Price	Reorder Quantity ▼	Last Purchased ▼	Availability
-----------	-------	--------------------	------------------	--------------

## 11. If your permissions allow:

- Select **Edit List Details** to **manage list access**
- Select **Delete List** to remove shopping list





In other areas of the site, you can:

- **Create a new shopping list**

or

- **Add to existing shopping lists**

These places include 

Account Dashboard >

- Orders & Returns
- Statements & Payments
- Messaging Centre
- My Lists & Favourites
- My Organisation
- Budget Management
- My Reports
- Settings & Preferences
- Sign Out


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## Orders & Returns

Summary of orders placed for all locations you have assigned. unplaced orders are open shopping baskets, order return status and create a return, your item purchase history and any future dated or recurring orders that have been setup.

Please select a date range to view your submitted orders

Submitted Orders	Unplaced Orders	Approvals	Returns	<b>Item History</b>	Future & Recurring
					<a href="#">Add to Basket</a>
<b>Filter</b>		Date Range <input type="text"/> - <input type="text"/> <a href="#">Apply</a>	Search <input type="text"/>		Show 10 per page <input type="text"/>
Total Results: 1 items					
Product Description ▲	Last Purchased Price	Last Purchased ▼	Availability	Quantity	
 DEHP Toothbrush Travel Assorted Colours 1pk <b>9796100</b> DEHP #: 001430		12/09/2024 3 EA	In Stock	<input type="text" value="1"/>	<a href="#">Add To Shopping List</a> <a href="#">Add To Basket</a>

From your **Item History**

Account Dashboard - Orders & Returns - Item History tab

# Shopping Basket

Created on 05/11/2024

Last modified on 07/11/2024

[Clear This Basket](#)

[Save To Shopping List](#)

[Upload Excel File](#)

[Download Excel File](#)

Enter by Item Code

- 1 +

Add To Basket

Sort by Most Recently Added

Quantity (1 Quantity)



DEHP Gloves Vinyl Powder-Free Large 100pk

805110 DEHP

Item Price

In Stock

Quantity

1



£3.65

[Add To Shopping List](#)

[View Companion Items](#)

From your **Basket**

Add your **entire basket** or **individual items** to a shopping list


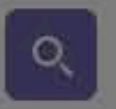


- Gloves Nitrile
- Gloves Latex Powder-Free
- Gloves Vinyl Powder-Free
- Gloves Utility

[See More](#)

Manufacturer (10)

Search Manufacturer



DEHP Gloves Vinyl Powder-Free Large 100pk

805110 DEHP-9798228

Available

★★★★★  Compare

− 1 + [Add To Basket](#)



### DEHP Gloves Vinyl Powder-Free Large 100pk

805110 DEHP-9798228



Colour	Material	Pack Qty	Sterile	Latex
Natural	Vinyl	100	No	Yes
Size	Type			
Large	Powder-Free			

In Stock

Quantity − 1 +

[Add To Shopping List](#)

[Add To Basket](#)

From the product **Quick View**





# DEHP Gloves Vinyl Powder-Free Large 100pk

805110 DEHP- 9798228

★★★★★ No Reviews

Compare

Colour	Material	Pack Qty	Sterile	Latex	Size	Type
Natural	Vinyl	100	No	Yes	Large	Powder-Free

In Stock

Quantity

Add To Shopping List

Add To Basket

[Add to Recurring Order](#)

Description +

Companion / Associate Items +

Product Attributes +

From the **Product Details Page**

# Need Help?



- **Call Us (Monday To Friday 8.30am-5.30pm):**
  - 0800 028 1181
- **Email Customer Service:**
  - [customerservice@kentexpress.co.uk](mailto:customerservice@kentexpress.co.uk)
- **Chat with us online**

