

How to Create and Manage Lists

Do you need to put a project or BOM together? That can be easily created and managed through My Lists.

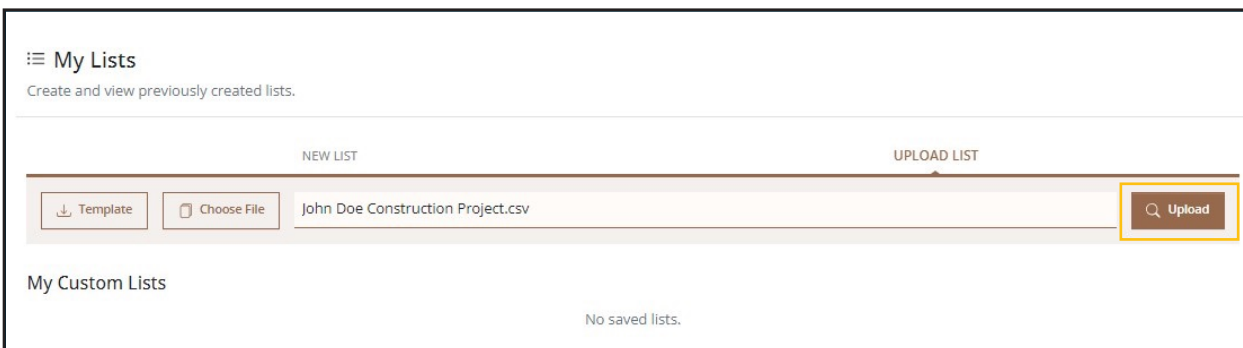
Click on My Lists, located on the left side of the screen. You will open a page like the below. There are several ways that you can create a list.



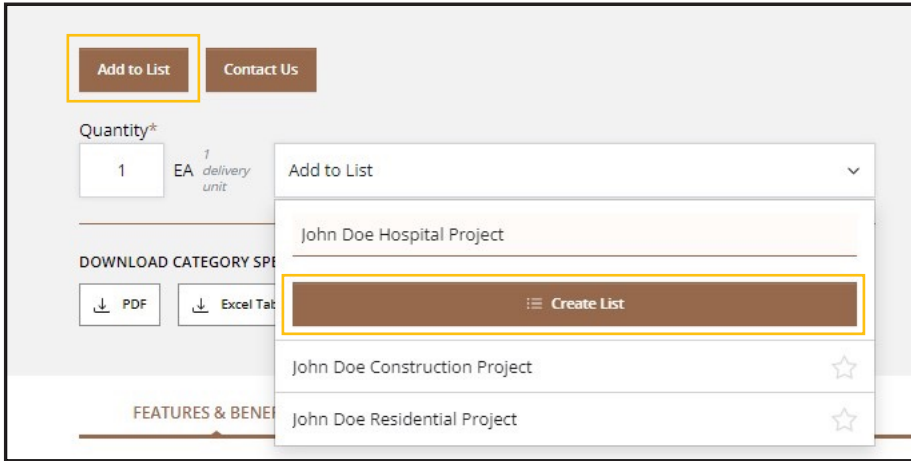
1. **Make a List Option 1 – Import CSV.** The Customer Hub can upload CSVs and dynamically create a list for you. By selecting Download Template, you will receive a CSV file that you can enter either the Southwire or Customer material number and the desired quantity.



When your CSV is ready, choose the file and click on Upload.

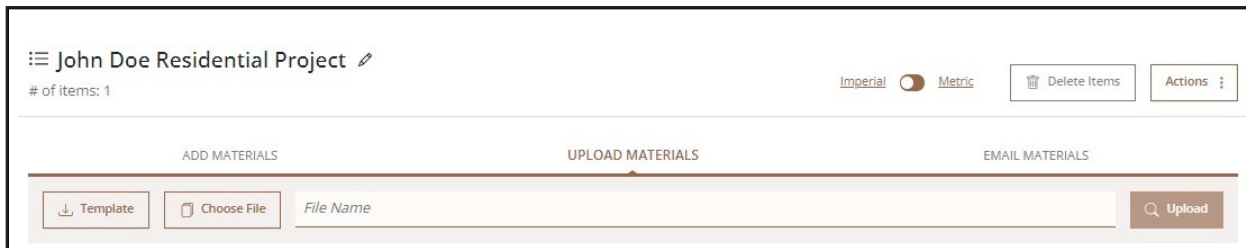


3. Make a List Option 3 – From a Product Page. If you are navigating through Southwire.com’s product pages, you can make a list by clicking on the Add to List button. Put in a list name and click Create List to save it.

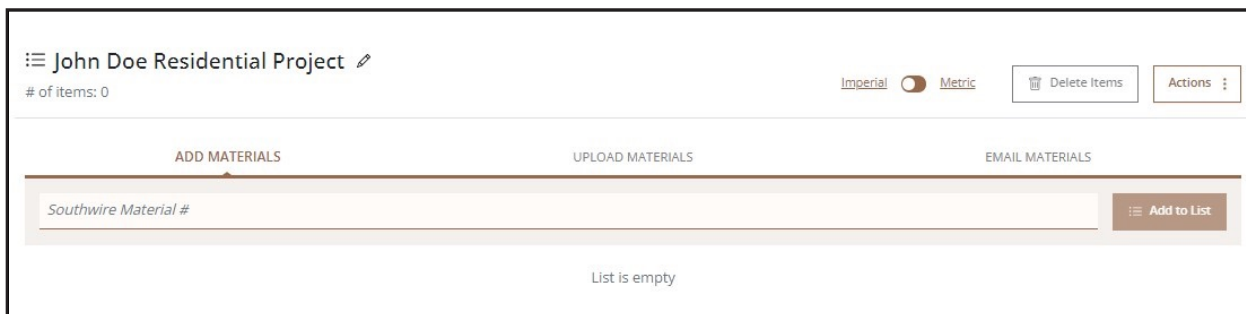


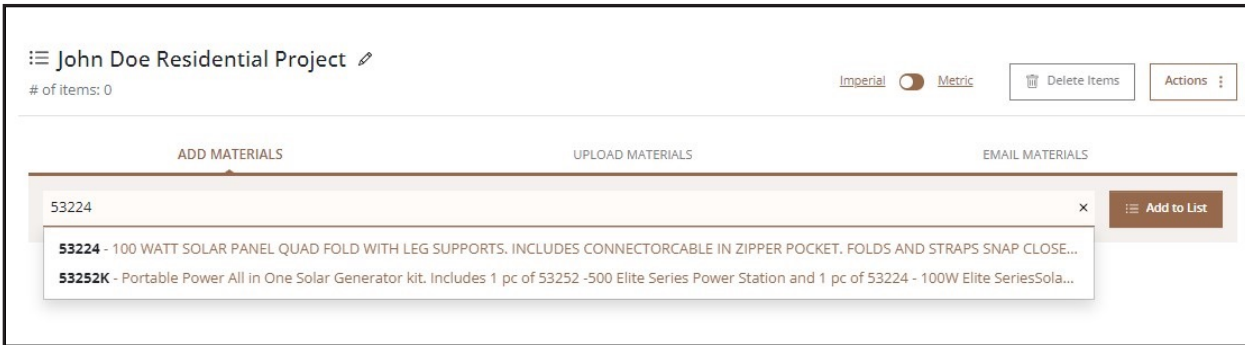
Now that lists have been created, there are three primary ways of adding products to them.

1. Add Products to List Option 1 – Upload CSV. You can do this by uploading an entirely new list or by downloading the Template and uploading directly into your list.

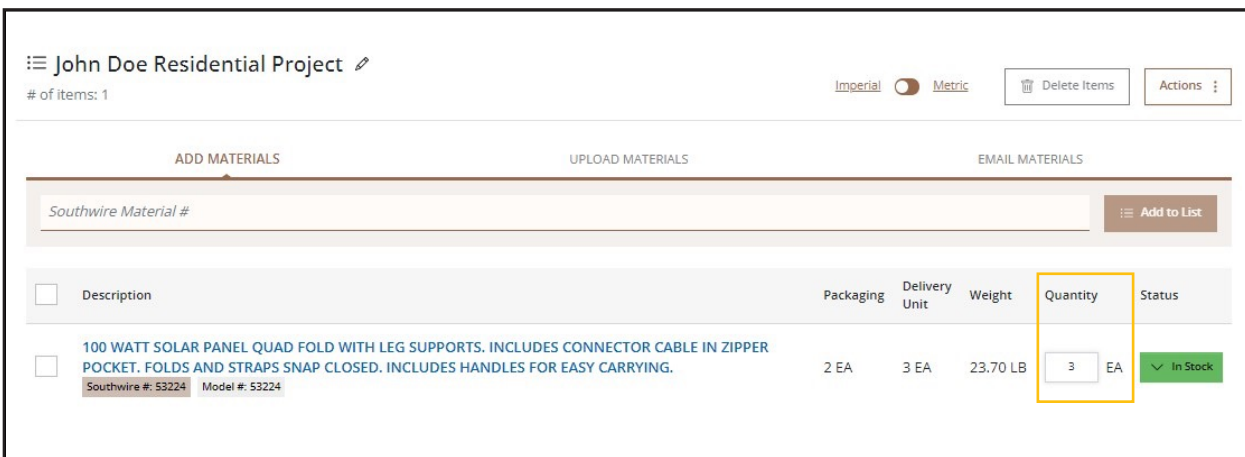


2. Add Products to List Option 2 – Manual Additions. To add products to a list manually, click on the list you want to make additions to under My Custom Lists. It will pull up a screen like the below.

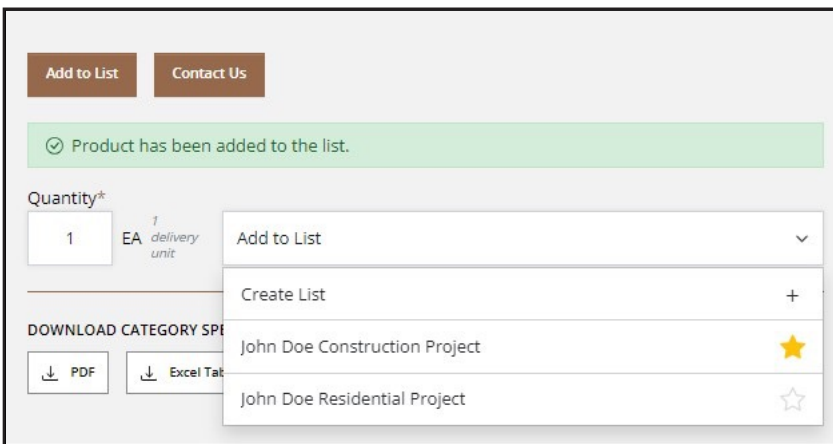




To begin adding items, enter the Southwire or Customer material number for the desired products. Click Add to List and Quantity options will display. Continue adding products to your list until it is built out to your satisfaction.

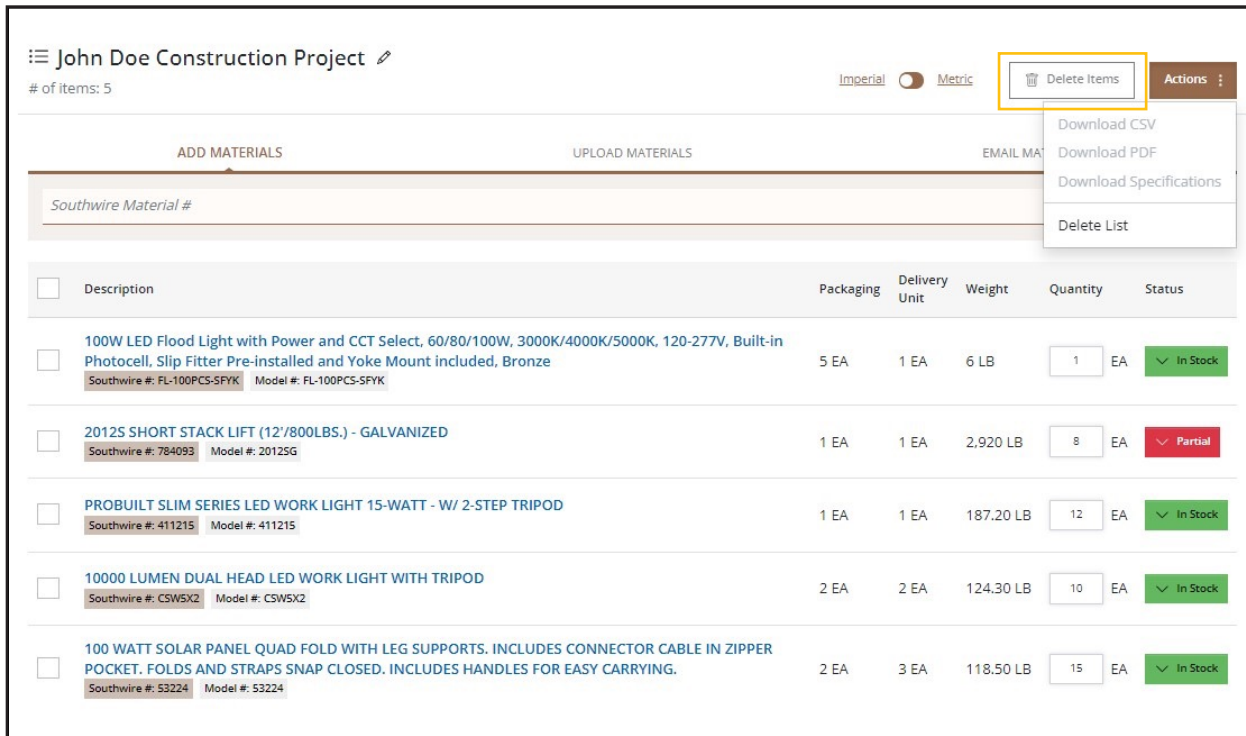


3. Add Products to List Option 3 – Product Pages. While on a product page, you can add a product to a list by clicking Add to List. Click on the blank star of the list you want to add the product to, and you will receive a message that the product has been successfully added.



To manage a list, go back to My Lists and select the list you want to edit. You can rename, delete, and clone a list by clicking on the three dots on the right side, or you can open it for additional options under the Actions button.

Note: To delete a product from a list, select the box the left of the item and select the Delete Items button.



John Doe Construction Project ✎

of items: 5

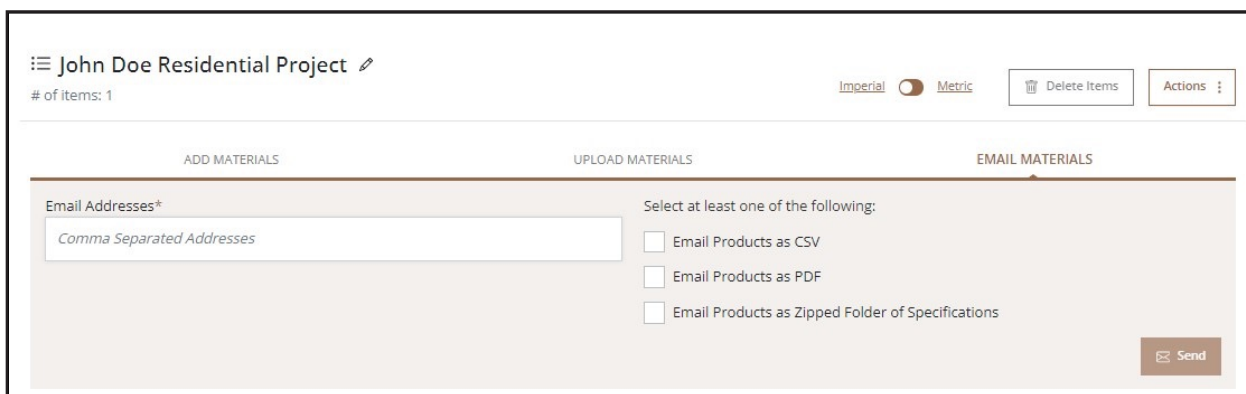
Imperial Metric

ADD MATERIALS UPLOAD MATERIALS EMAIL MATERIALS

Southwire Material #

| <input type="checkbox"/> | Description | Packaging | Delivery Unit | Weight | Quantity | Status |
|--------------------------|---|-----------|---------------|-----------|------------------------------------|---|
| <input type="checkbox"/> | 100W LED Flood Light with Power and CCT Select, 60/80/100W, 3000K/4000K/5000K, 120-277V, Built-in Photocell, Slip Fitter Pre-installed and Yoke Mount included, Bronze <small>Southwire #: FL-100PCS-SFYK Model #: FL-100PCS-SFYK</small> | 5 EA | 1 EA | 6 LB | <input type="text" value="1"/> EA | ▼ In Stock |
| <input type="checkbox"/> | 2012S SHORT STACK LIFT (12'/800LBS.) - GALVANIZED <small>Southwire #: 784093 Model #: 2012SG</small> | 1 EA | 1 EA | 2,920 LB | <input type="text" value="8"/> EA | ▼ Partial |
| <input type="checkbox"/> | PROBUILT SLIM SERIES LED WORK LIGHT 15-WATT - W/ 2-STEP TRIPOD <small>Southwire #: 411215 Model #: 411215</small> | 1 EA | 1 EA | 187.20 LB | <input type="text" value="12"/> EA | ▼ In Stock |
| <input type="checkbox"/> | 10000 LUMEN DUAL HEAD LED WORK LIGHT WITH TRIPOD <small>Southwire #: CSWSX2 Model #: CSWSX2</small> | 2 EA | 2 EA | 124.30 LB | <input type="text" value="10"/> EA | ▼ In Stock |
| <input type="checkbox"/> | 100 WATT SOLAR PANEL QUAD FOLD WITH LEG SUPPORTS. INCLUDES CONNECTOR CABLE IN ZIPPER POCKET. FOLDS AND STRAPS SNAP CLOSED. INCLUDES HANDLES FOR EASY CARRYING. <small>Southwire #: 53224 Model #: 53224</small> | 2 EA | 3 EA | 118.50 LB | <input type="text" value="15"/> EA | ▼ In Stock |

In addition to creating and managing lists, you can also share your lists straight from the Customer Hub. Select your list, click Email Materials, and follow the prompts.



John Doe Residential Project ✎

of items: 1

Imperial Metric

ADD MATERIALS UPLOAD MATERIALS EMAIL MATERIALS

Email Addresses*

Select at least one of the following:

- Email Products as CSV
- Email Products as PDF
- Email Products as Zipped Folder of Specifications