Value added. Value shared.

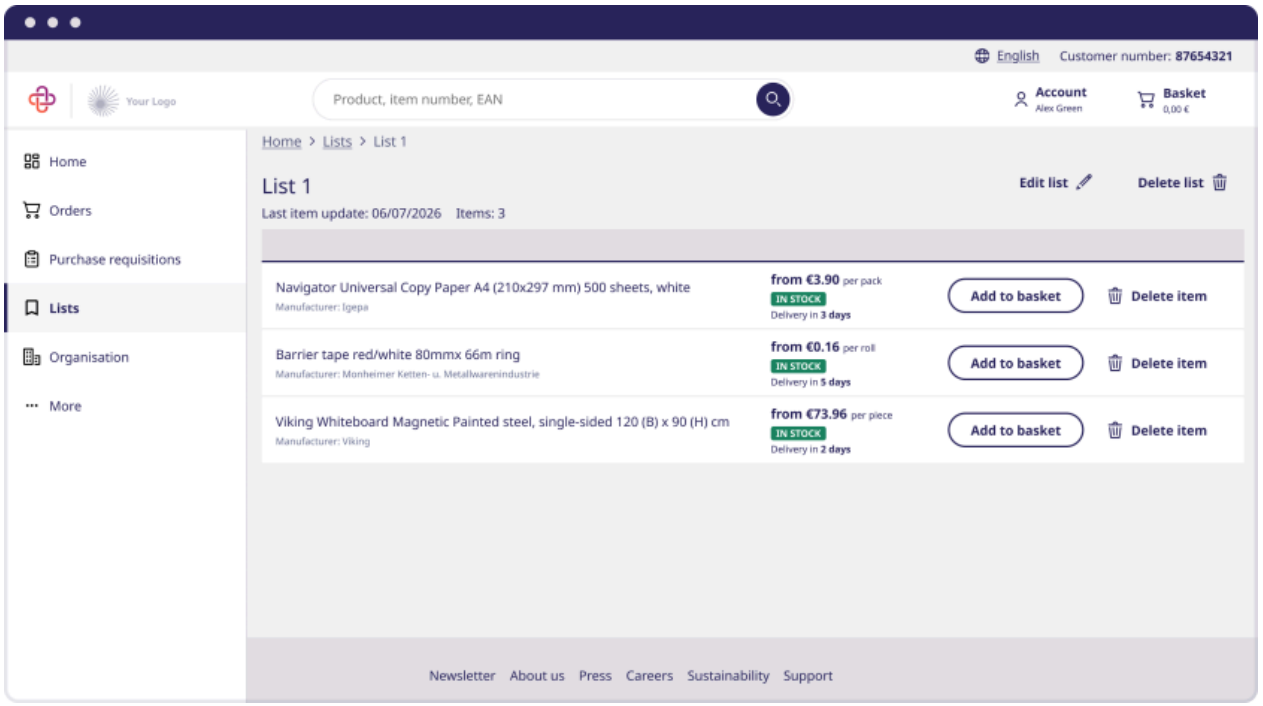
# Creating and managing lists

With Unite's 'Lists' feature, you can keep your frequently ordered items in one place, saving you time on repeat orders. In this article, you'll learn how to access, create and manage lists, as well as how to order items from them.

## Accessing lists

On Unite, the 'Lists' feature can be found in the left-hand navigation bar. It's available both in the web version and via PunchOut.

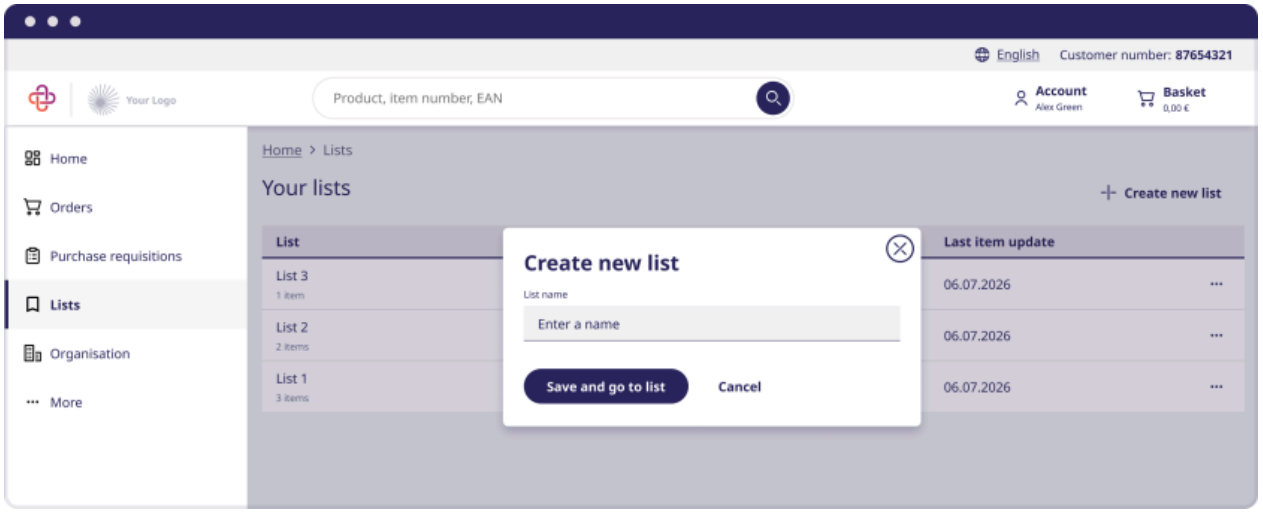
> **Note:** The the 'Lists' feature is currently only available to OCI PunchOut users.




## Creating and using lists

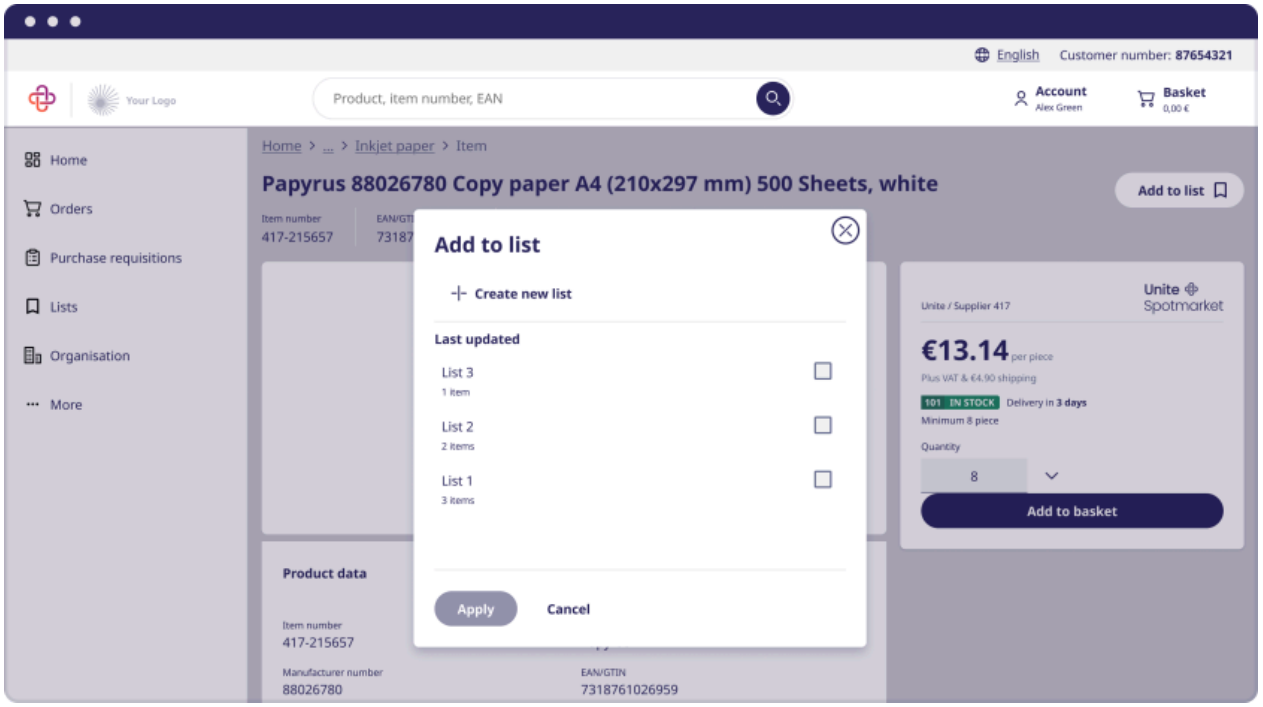
### How to create a new list

- Click on 'Lists' in the navigation.
- Click on 'Create new list'.
- Enter a name and confirm by clicking 'Save and go to list'.




## How to add an item to a list

- Search for the item you want and open the product detail page.
- Click on ‘Add to list’ in the top right-hand corner.
- Select one or more lists.
- Click on ‘Apply’.

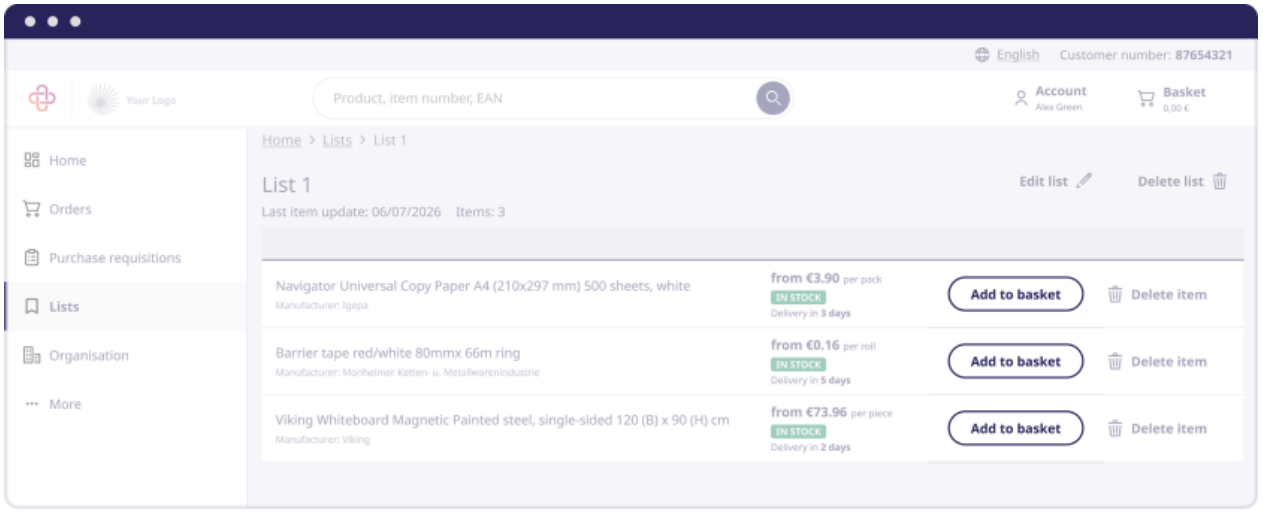



You can also create a new list directly at this point. To do so, click on ‘Create new list’ and follow the steps described above.

> **Note:** Lists save the exact item as listed by a specific supplier. For each item, the product name, manufacturer, price (lowest offer) and availability are displayed.

## How to order items from a saved list

- Click on ‘Lists’ in the navigation and open a list.
- For each item, you’ll see the item name, manufacturer, price per order unit, current availability and delivery time.
- Click on ‘Add to basket’ to add an item directly to your basket.

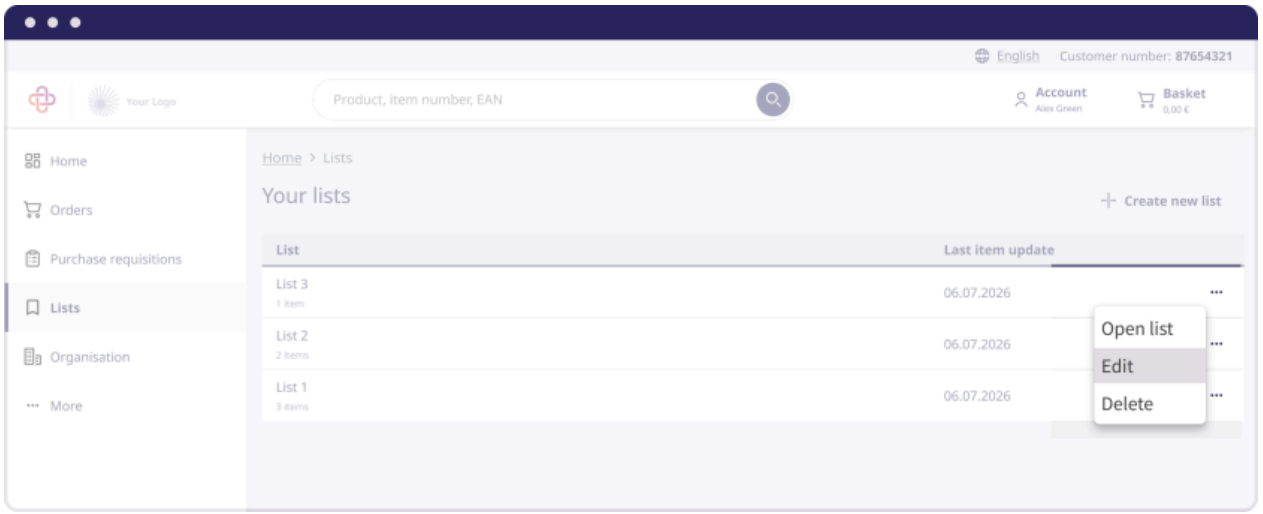



**Note:** Quantities can only be adjusted in the basket. It's not possible to change quantities within the list.

## Managing lists

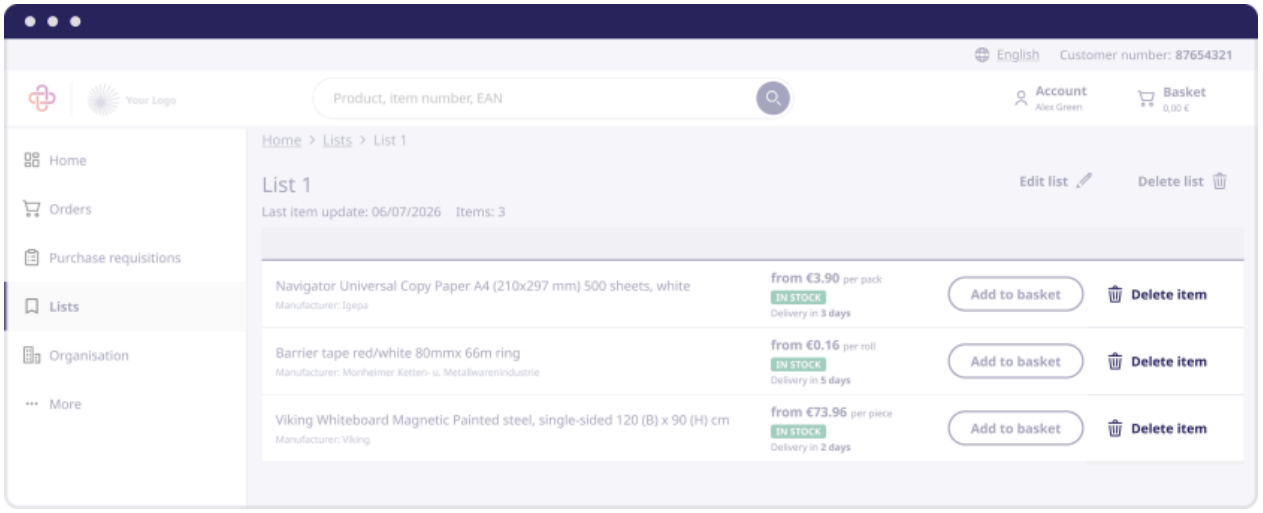
### How to rename a list

- Go to lists 'Lists' in the navigation. From there, you have two options: Click on the three dots next to the list and select 'Edit' or open the list directly and select 'Edit list'.
- Enter the new name and click on 'Save changes'.




### How to delete items from a list

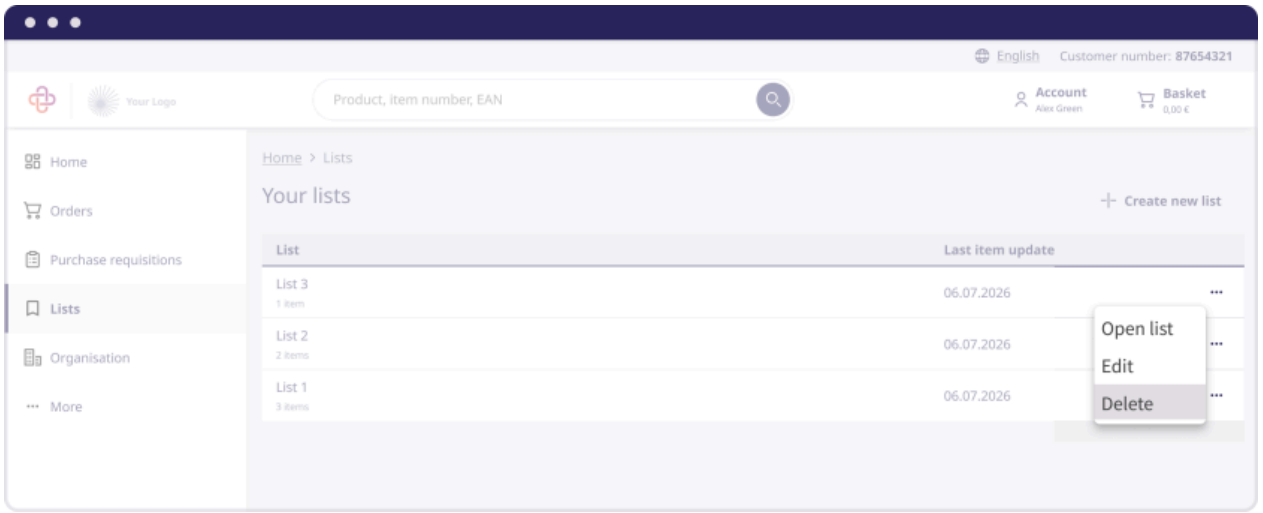
- Go to 'Lists' in the navigation and open a list.
- Click on 'Delete item' and confirm.




**Note:** This action cannot be undone.

## How to delete a list

- Go to lists 'Lists' in the navigation. Click on the three dots next to the list you want to delete.
- Select 'Delete' and confirm.




**Note:** This action cannot be undone.