

Getting Started with Download Cart

To Set your Download cart preferences, login and from the My Account screen select Manage Preferences from My Account Settings.

Welcome, LAURA
MSC MELVILLE TEST
Account # 4090219

Account Snapshot
Customer since 2010

Order History
Track shipments, find and reorder previously purchased items
[View order history](#)

Account Settings
Change your password and username, manage your preferences
[Update settings](#)

Notifications
Tell us when and how you want to receive emails about your orders
[Update your preferences](#)

People & Purchasing
[Account administration](#)
[Cost Allocation management](#)
[Order Approval management](#)
[Order history](#)

Manage My Business
[ControlPoint™ carts](#)
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[Quotes](#)
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My Account Settings
[Accounts payable](#)
[Billing information](#)
[Change password, username, email address](#)
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[Shipping addresses](#)

Scroll to the bottom of the screen to access the Download Cart preferences.

Set Preferences

- The File Format options to choose from are XLS, CVS, PDF, TXT and CXML.
- Downloaded carts can contain 75 items or less.
- Select Fields to include by clicking on the field of your choice and then selecting the arrow to move it to the My Report column. Repeat this step until all options are chosen. Consequently you can remove the option from My Report by clicking the field and using the arrow to move the field in the opposite direction.
- If you'd like to re-organize the field column view use the arrows on the far right. The top-down sequence Here will provide left to right sequence in your downloaded file.
- Once your File Format and Field preferences have been set, select Save Download Preferences.
- You may also select the Download test file to see what your report would look like with the chosen fields.
- You are now ready to download a Shopping Cart.

Download Cart

You must set-up & save your preferences in order to get quick access to a downloaded version of your cart and/or order.



Downloaded carts can contain 75 items or less.

Select File Format

 XLS ▼

Select Fields to Include


Search 

Account #	
Billing Address	
Billing Method	
Buyer Name	
Buyer Phone	
Category Name	



My Report

CLEAR ALL

Item Total
MSC Item #
Shipping Order # 
Your Price



 *available only after order is submitted*

SAVE DOWNLOAD PREFERENCES

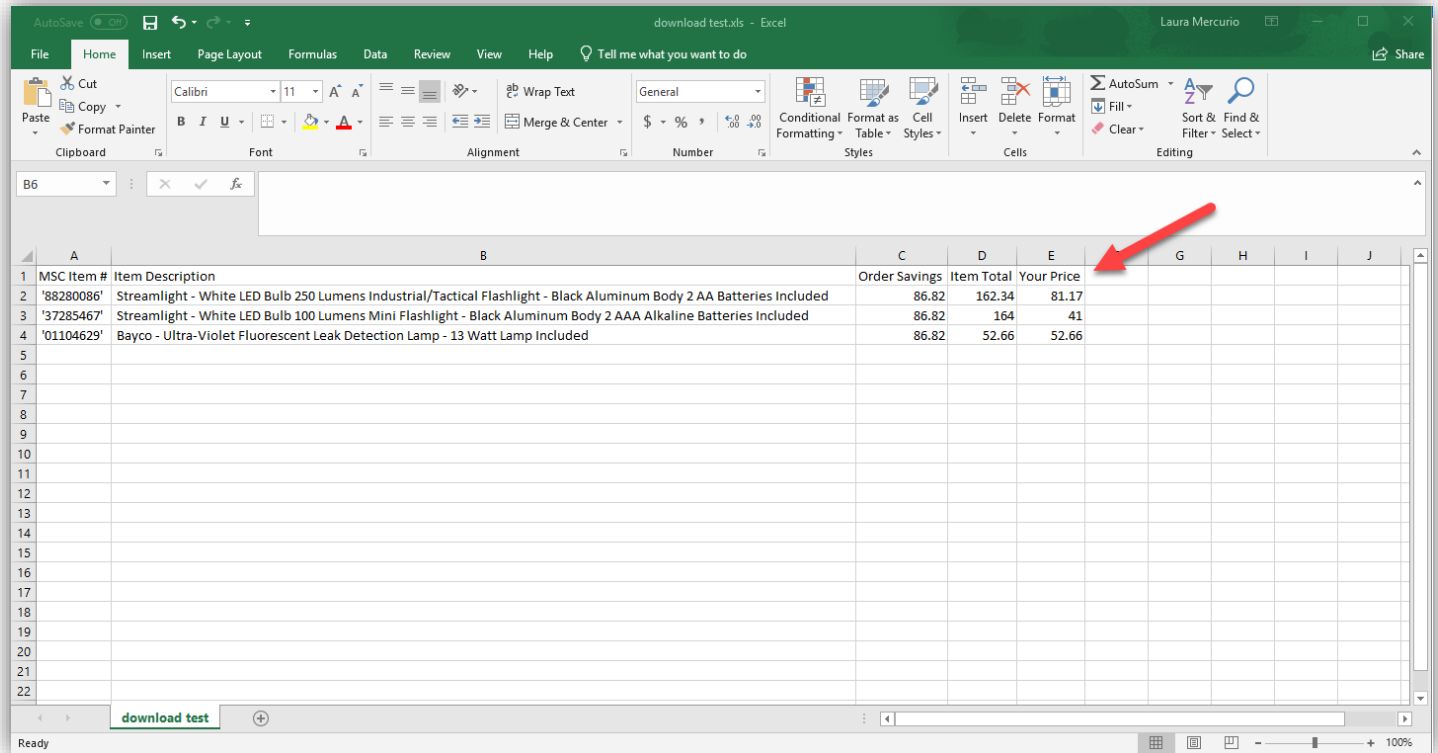
DOWNLOAD TEST FILE

Download Test File view

As an example, this test file was downloaded with the File Format of .xls.

Note how the report carries all the fields you have chosen.

You can now upload and align these fields into your own system to help omit double entry.

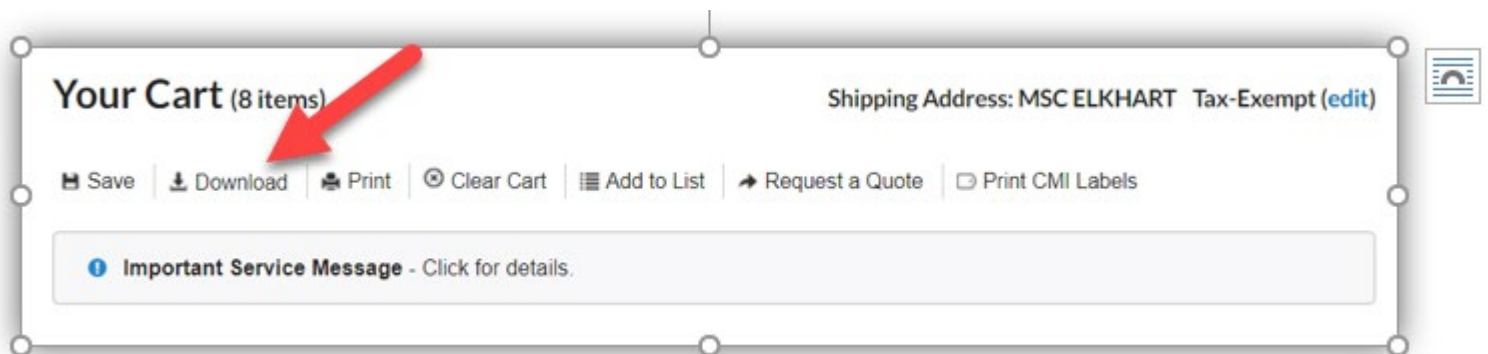


The screenshot shows an Excel spreadsheet with the following data:

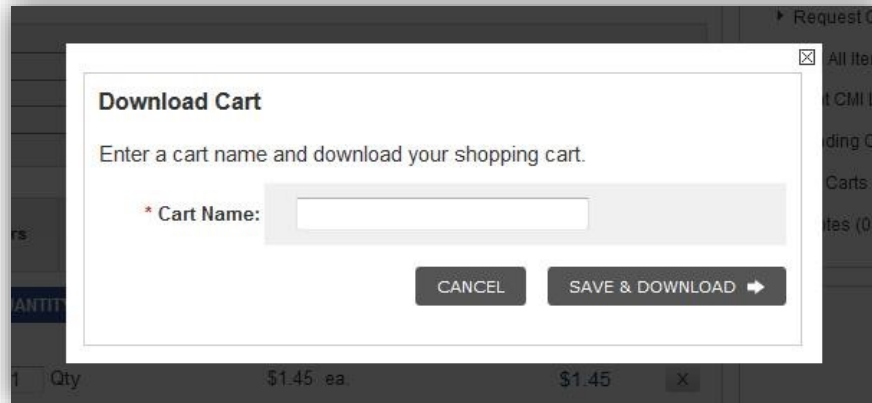
MSC Item #	Item Description	Order Savings	Item Total	Your Price					
'88280086'	Streamlight - White LED Bulb 250 Lumens Industrial/Tactical Flashlight - Black Aluminum Body 2 AA Batteries Included	86.82	162.34	81.17					
'37285467'	Streamlight - White LED Bulb 100 Lumens Mini Flashlight - Black Aluminum Body 2 AAA Alkaline Batteries Included	86.82	164	41					
'011104629'	Bayco - Ultra-Violet Fluorescent Leak Detection Lamp - 13 Watt Lamp Included	86.82	52.66	52.66					

Download Cart

Once your preferences have been set and you have placed items in your shopping cart, click "Download" from an active Shopping Cart.



You will be prompted to create a cart name or add to an existing cart name. Once you start typing a drop down will appear with any existing carts should they exist. After Saving and Downloading you cart, your cart will be visible on your desktop in the left bottom corner of your screen. Once downloaded your active cart is then cleared.



Retrieve Cart

To retrieve a Downloaded cart, select Downloaded Carts from the My Shopping Options header. If the left navigation is not visible to you select Your Account from the header, and then select Download Cart from under the Manage My Business header.

My Account Home

- My Account
- My Profile
- My Preferences
- Accounts Payable
- Order History
- Billing Information
- Shipping Addresses

My Shopping Options

- Pending My Approval (2)
- All Pending Carts (11)
- VMI Carts (0)
- Saved Carts (9)
- Downloaded Carts (27)**
- Quotes (18)
- My Lists (20)
- ControlPoint Carts (3)

My Business Solutions

- PO Control (0)
- CMI
- Cost Allocation Management
- Order Approval Management
- Customer Part Numbers
- Account Administration

Manage Carts



Select a tab below to manage your saved shopping carts. You can choose to order an entire cart, multiple carts, or specific items from a cart.

VMI Carts (0) Saved Carts (9) **Downloaded Carts (27)**

[Return to Download Carts List](#)

Cart Name	Created	# of Items	Total
TEST CART 2 Edit Cart Name	2020-01-08	3	\$1,273.74

Select All Remove Selected Items

<input type="checkbox"/>	 00072660	1/8 Inch Diameter, Grade 25, Chrome Steel Ball – 62 to 66 C Hardness, 0.00005 Inch Diameter Deviation, 0.000025 Inch Sphericity	Qty 1 +List	Your Price \$3.06	Total \$3.06
Routing Note Routing Notes					
<input type="checkbox"/>	 02838704	1/2" Diam 3 Flute Single End Solid Carbide 1/8" Corner Radius End Mill – TiCN, 4" OAL, 2" LOC, 1/2" Shank Diam, 45° Helix, RH Cut, RH Flute, Centercutting	Qty 1 +List	Your Price \$136.78	Total \$136.78

Important Notes:

1. Download cart is not intended for use by customers set up for Punch Out, Punch In or through the mobile App.
2. Download Cart provides order data in a downloadable file; once downloaded, the customer is responsible for getting the data into their system.
3. EDI customers who are not relying on a Punch Out catalog may be able use Download Cart to improve data accuracy in their orders by importing order data from mscdirect.com into their ERP for subsequent EDI-based ordering. The Download Cart feature can support carts/orders containing 75 items or less.
4. For more information concerning Download cart go to <https://www.mscdirect.com/features> and click on the Business Solutions tab.