**How to Pull a Current Price List**

-Login to your account with Administrator credentials

-Click on “View Account”:



-Click “Item Listing”



This is a complete list of products available for purchase, please note the prices are **list** price.

-Scroll to the bottom of the page and update the page size to the total number of items so that all items are shown on one page.

Before:



After:



-Select All/Highlight and Copy

-Open a new Excel sheet and Paste the report