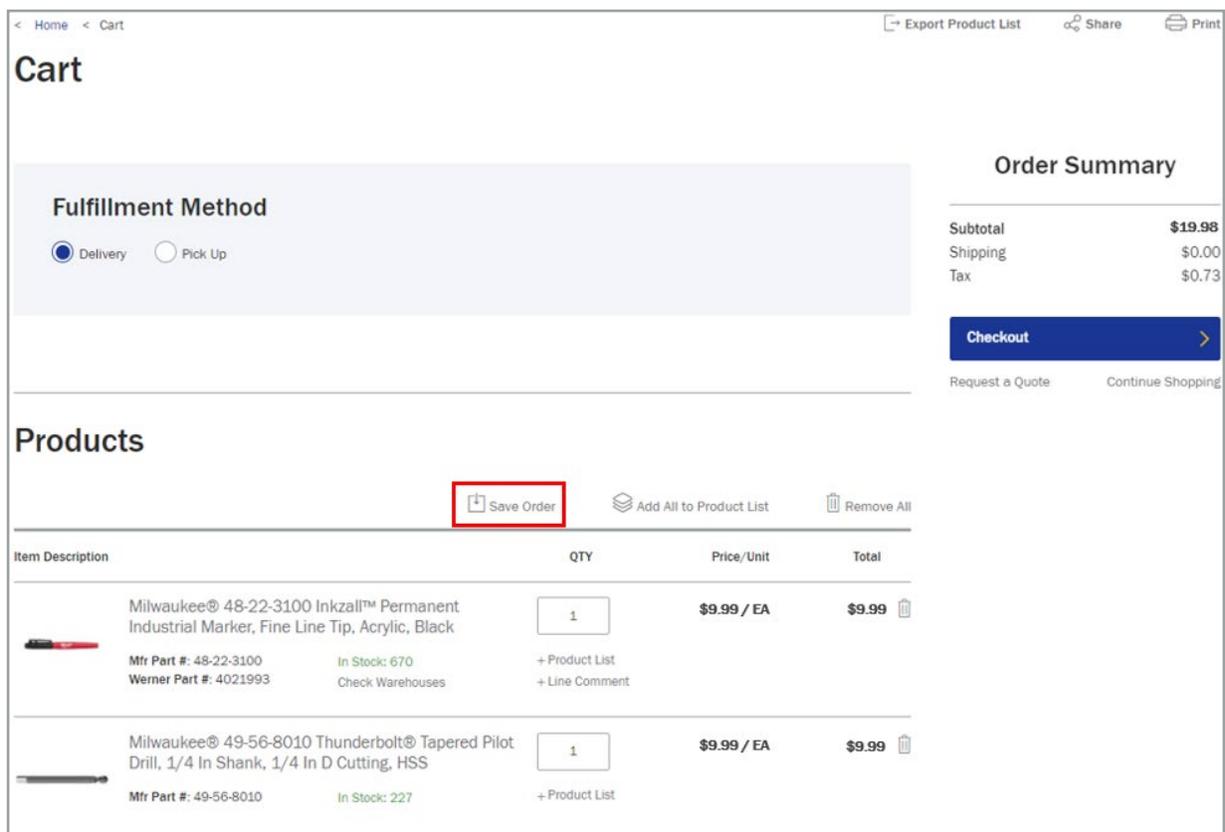


CREATING & UTILIZING SAVED CARTS

STEP ONE

In order to save a shopping cart full of items for a later purchase, you must first build out a shopping cart. Once your cart is full of the items you would like to save for later, you will click “Save Order.”



The screenshot shows a shopping cart page with the following elements:

- Navigation:** Home < Cart, Export Product List, Share, Print
- Section: Cart**
- Fulfillment Method:** Delivery (selected), Pick Up
- Order Summary:**
 - Subtotal: \$19.98
 - Shipping: \$0.00
 - Tax: \$0.73
 - Checkout button
 - Request a Quote, Continue Shopping
- Products Section:**
 - Buttons: Save Order (highlighted in red), Add All to Product List, Remove All
 - Table with columns: Item Description, QTY, Price/Unit, Total

Item Description	QTY	Price/Unit	Total
 Milwaukee® 48-22-3100 Inkzall™ Permanent Industrial Marker, Fine Line Tip, Acrylic, Black Mfr Part #: 48-22-3100 In Stock: 670 Werner Part #: 4021993 Check Warehouses	1	\$9.99 / EA	\$9.99
 Milwaukee® 49-56-8010 Thunderbolt® Tapered Pilot Drill, 1/4 In Shank, 1/4 In D Cutting, HSS Mfr Part #: 49-56-8010 In Stock: 227	1	\$9.99 / EA	\$9.99

Continue >

STEP TWO

Your screen will then reload to show that the order has been saved. You can then go to your saved orders right from this screen by clicking “Return to Saved Orders.”

< Home < My Account < Saved Orders < Saved Order Details Export Product List Print

Saved Order Details

[← Return to Saved Orders](#)

Order Summary

Subtotal **\$19.98**

Order Details

Order Date: 8/25/20

Billing Information
WERNER ELECTRIC SUPPLY #1234
4800 W PROSPECT AVE
APPLETON, WI 54956

Pickup/Delivery Address
WERNER ELECTRIC SUPPLY #1234
4800 W PROSPECT AVE
APPLETON, WI 54956

Order Lines

[Delete Saved Order](#) [Add All to Product List](#) [Place Saved Order >](#)

Item Description	QTY	Price/Unit	Total
Milwaukee® 48-22-3100 Inkzall™ Permanent Industrial Marker, Fine Line Tip, Acrylic, Black  Mfr Part #: 48-22-3100 In Stock: 670 + Product List Werner Part #: 4021993 Check Warehouses	1	\$9.99 / EA	\$9.99
Milwaukee® 49-56-8010 Thunderbolt® Tapered Pilot Drill, 1/4 In Shank, 1/4 In D Cutting, HSS	1	\$9.99 / EA	\$9.99

STEP THREE

You will then be brought to your [Saved Orders](#) page where you can view any orders you have saved, but have not purchased yet.

< Home < My Account < Saved Orders

Saved Orders

Search Saved Orders

1 Order

Date	Ship To Info	Total
8/25/20	WERNER ELECTRIC SUPPLY #1234	\$13.03

[Continue >](#)

STEP FOUR

By clicking on the date you will be brought to the details of that saved order. You will then be able to delete the order, place the order, or add all of the items from the order into a Product List (for detailed instructions regarding Product Lists, please check out [Website Guide: Creating & Utilizing Product Lists](#)).

< Home < My Account < Saved Orders < Saved Order Details Export Product List Print

Saved Order Details

← Return to Saved Orders

Order Details

Order Date: 8/25/20

Billing Information
WERNER ELECTRIC SUPPLY #1234
4800 W PROSPECT AVE
APPLETON, WI 54956

Pickup/Delivery Address
WERNER ELECTRIC SUPPLY #1234
4800 W PROSPECT AVE
APPLETON, WI 54956

Order Summary

Subtotal **\$19.98**

Order Lines

Delete Saved Order Add All to Product List Place Saved Order >

Item Description	QTY	Price/Unit	Total
 Milwaukee® 48-22-3100 Inkzall™ Permanent Industrial Marker, Fine Line Tip, Acrylic, Black Mfr Part #: 48-22-3100 In Stock: 670 + Product List Werner Part #: 4021993 Check Warehouses	1	\$9.99 / EA	\$9.99
Milwaukee® 49-56-8010 Thunderbolt® Tapered Pilot Drill, 1/4 In Shank, 1/4 In D Cutting, HSS	1	\$9.99 / EA	\$9.99

NOTE: Once you place a saved order, it will no longer appear under “Saved Orders.” It will, instead, become part of your [Order History](#).

TIP: You do not have to add an entire [Saved Order](#) to a [Product List](#). Add individual items from a [Saved Cart](#) into a [Product List](#) by clicking “+Product List” next to the item.

Order Lines

Delete Saved Order Add All to Product List Place Saved Order >

Item Description	QTY	Price/Unit	Total
 Milwaukee® 48-22-3100 Inkzall™ Permanent Industrial Marker, Fine Line Tip, Acrylic, Black Mfr Part #: 48-22-3100 In Stock: 670 + Product List Werner Part #: 4021993 Check Warehouses	1	\$9.99 / EA	\$9.99