

Cart Templates

A cart template is a shopping cart that you customize to contain products that are repeatedly ordered. This will save you time by allowing you to begin the shopping process with a cart that already contains those frequently ordered items.

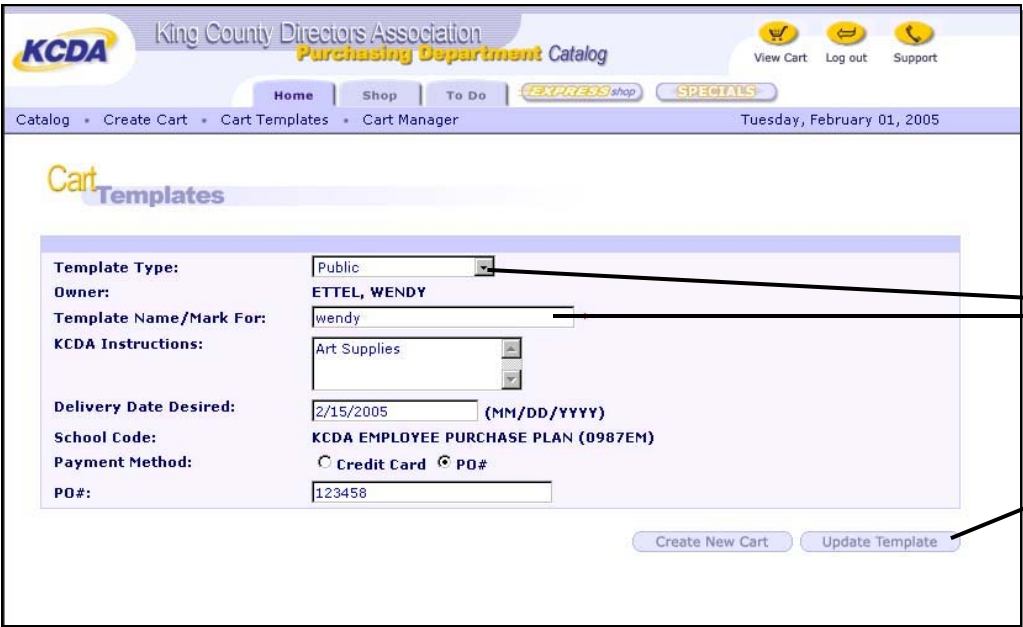
Create Cart Templates

A shopping cart template can be created from any cart that has not been checked out.



To create a cart template, fill a cart with the items you wish to include.

- 1 Click the **Save as Template** button in the shopping cart **Tools** box.



- 2** A cart template can be reserved for an individual's private use or may be designated as a public template to be shared with all buyers in the purchasing group. Giving each template a unique name may help you locate the correct template later.

- 3** Click the **Update Template** button to create the template.

Create Cart from Template

After creating a cart template, you can use it to shop at any time.

1

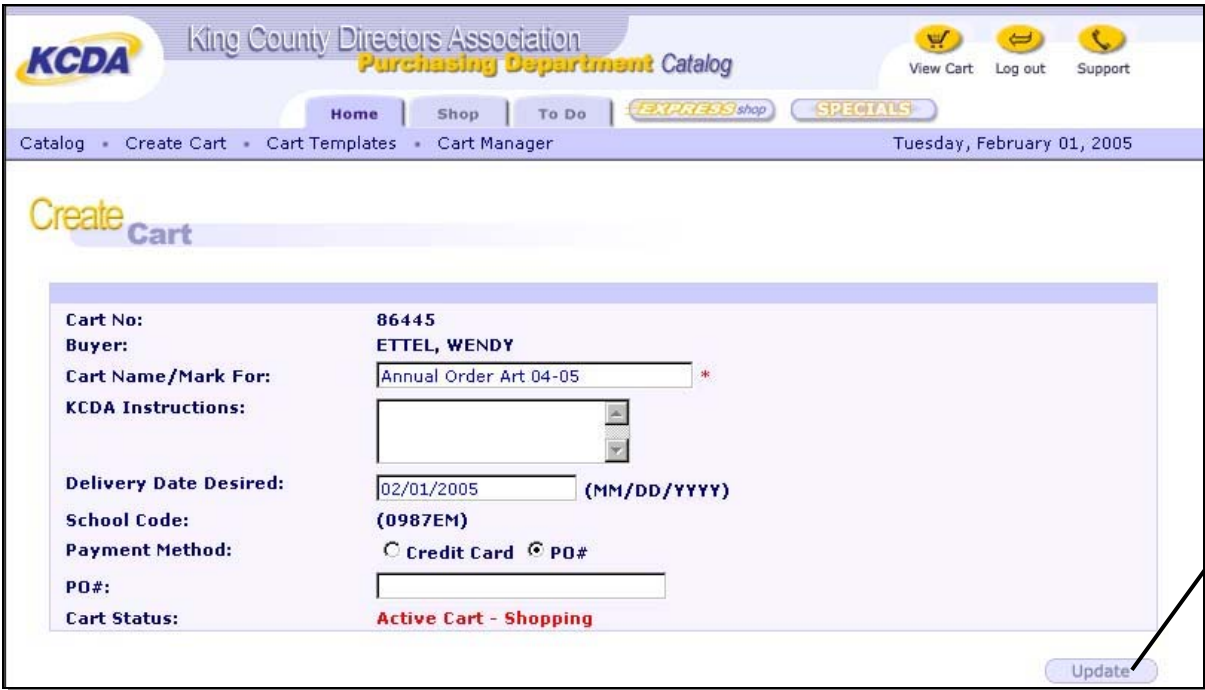
2

3

Click on the number to view the template or click "Create Cart From Template" to create a new active cart.

Template No.	Name	Type	Description	
46901	Annual Order Art 04-05	Public		Create Cart From Template
48245	Annual Order Art 04-05	Public		Create Cart From Template
61658	Annual Order Art 04-05	Public		Create Cart From Template
18408	art	Public	biggs	Create Cart From Template
31200	art template	Public	Ship complete	Create Cart From Template
41535	Bellevue-Art (Shirley Atkins)	Public		Create Cart From Template
41529	BELLEVUE-SCIENCE	Public	MS JONES	Create Cart From Template
58979	Cart Sum Test	Public		Create Cart From Template
19690	Chris	Public	april no service fee order	Create Cart From Template
36520	Chris	Public		Create Cart From Template

- 1 Click the **Cart Templates** link of the **Shop** tab. Locate the cart template you want by browsing through the list, or use the Search feature to locate a cart template by template name or type.
- 2 You may narrow the list by selecting Private or Public from the drop-down menu. This is the designation selected when the cart template was created: A cart template can be reserved for an individual's private use or may be designated as a public template to be shared with all buyers in the purchasing group.
- 3 To review the cart information, click on Create Cart From Template.



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4 This screen allows you to review the cart information and make any necessary changes, click the **Update** button when done. The **Update** button will send you to the catalog browse screen where you now can use the catalog to select additional items and or edit any item in the cart or proceed to checkout.



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5 Click on View cart to modify the contents of the cart template.