Create a Template

- Add any products that are frequently ordered to your cart, by using the search tools or the quick add.
- When all of your frequently ordered items have been added to your cart, click on **Cart Summary** in the upper right corner of the screen and then on **View Cart**.

	Search for all your business needs	Q 🕼 Ink & Toner	Account	Quick Add Help Cart
		BRANDS \checkmark DEALS \checkmark PUBLICATIONS \checkmark	3 Items	Order Number: EW8779594
	Search for all your business needs		KC103076	1
Ouick Add			UN0125362	1
Search for products by item number, then a	add them to your shopp		P1011128	
Item Number		View ca	irt	Order total
Search by item number Q	Search by item number	Q		
			Checkout	View cart

• Click on the Save As Template link.



• Click on the pen icon and rename the template.

#EW89237087	G Print Viev	\rightarrow Move to cart	Copy to cart	面 Del
Order Information	<			
Account#:178406				
Ship To Address:	Template Name 🖉			
MONTREAL EWAY.CA	-			
BOUCHERVILLE QC				

View your Templates

• From the **Account** menu, hover the **Orders** tab and select the **Templates** option.



• Click on the red **order number** to open the corresponding template.





Print or Send Template by email

• Click on **Print View** to print or email a copy of your template.

#EW89237087 Office Products @	→ Move to cart ① Copy to cart ① Delete
Order Information	
Account#:178406 Ship To Address:	Print View
MONTREAL EWAY.CA 1616 EIFFEL BOUCHERVILLE QC J4B7W1	

- Select the **Print** tab and click the **Print** button.
- Select the Email tab.
 - The Email Address field may already display your email. Edit the address as needed.
 - In the Subject Line field, the template's order number is already displayed. You can modify the subject if necessary.
 - You can enter a personalized message in the box provided.
- Click the **Send** button.

	Print	Email
#EW89237087		
Office Products		Print Close Window
Order Information		
Account#:178406	P	int
Ship To Address:		
MONTREAL EWAY.CA		
BOUCHERVILLE QC		
J4B7W1		

Print		Email
Email a copy of this print view (to include multiple email addresses, seprate email with a ;)		Send Clase Window
Email Address * cinthia.savard@staples.ca	Subject Line Staples Professional: Print view copy	of template EW89237067
Message If you would like, you can include a message in your email by simply	/ typisg it here	send

#EW89237087

Ship To Address:

MONTREAL EWAY.CA 1616 EIFFEL BOUCHERVILLE QC

Office Products @
Order Information
Account#178406

Replace You Cart's Content By a Template

• When viewing a template, click on the Move to cart link.



•

The template's Ship-To account will overwrite the cart's current Ship-To account.



The template will automatically be deleted.



Add Products From a Template to Your Cart

• When viewing a template, click on the Copy to cart link.



If your cart already contains items, the template's products will be added to the others.

#EW89237087	
Office Products @	⑤ Print View → Move to cart ① Copy to cart 前 Delete
Order Information	
Account#:178406 Ship To Address:	Copy to cart
MONTREAL EWAY.CA 1616 EIFFEL BOUCHERVILLE QC J487W1	

 \rightarrow Move to cart



Print View → Move to cart Copy to cart Delete

Delete a Template

• When viewing a template, click on the **Delete** link.



Modify a Template

• When viewing a template, click on the Move to cart link.



- Make the required changes.
- Click on the Save As Template link.

Shopping Cart	Save As Template	a	Need a Catalogue? Orecleart	
	Add to shopping list	V O Print View	Save As Template X Clear car	
	Synt Trife Bool Caser & Statistican - 546 mL - 4 Peck © 6 00 00 mmoni trans Lyot trans Lyot trans P. (20)CE772227 in Stack	\$21.03 Cattor	1 \$21.03 Guantty Total Price Ship: 1	

