

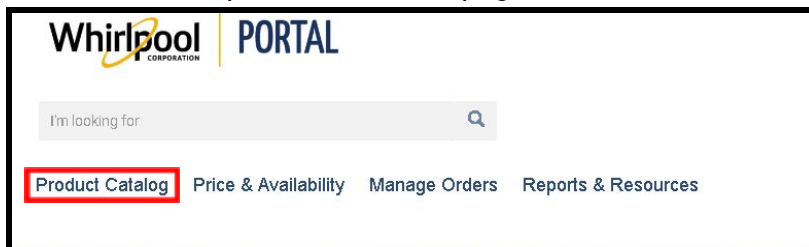
## CREATING SAVED ORDERS AND ORDER TEMPLATES

### Purpose

Use this Quick Reference Guide to view the steps to create saved orders and order templates.

### Steps

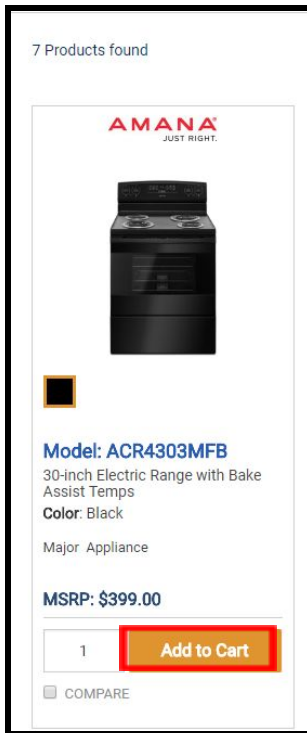
1. Start on the Whirlpool Portal **Home** page.



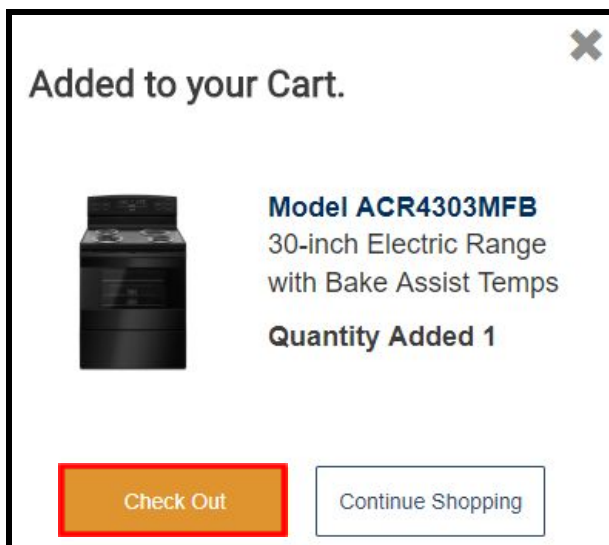
2. Click the **Product Catalog** menu and select the category of products you would like to add to a saved order. For this example, select **Cooking**.



3. Begin selecting items you would like to have included in the saved order by clicking the **Add to Cart** button.





4. When you have added the final item to your cart, click the **Check Out** button from the pop-up window.




- From the Checkout page, click the **Add to Saved Order** button.

### Order Summary



**ACR4303MFB**  
30-inch Electric Range with Bake Assist Temps  
Black  
MAJOR APPLIANCE  
Available for immediate shipment qty: 0   
[Check here for alternate models](#)  
[View Related Products](#)  
Balance of 1 to be delivered by 07/18/2018

QTY:

\$293.00 


[LINK SELECTED ITEMS](#)

**ADD TO SAVED ORDER**

- A pop-up window displays for you to either create a new saved order or add to an existing saved order. Name the order and click the **Add** button.

**Note:** There are two checkbox options to list the order as Private and to list as a One Time Use.

- Private** orders are only visible from the account that created the order and are not shared with any other users.
- One Time Use** orders are meant for the purpose of saving a list of products to be finished later. If this option is not selected, the saved order is then considered as an **Order Template**. Order Templates are used for the convenience of trade customers who will be ordering from this saved order frequently for purposes such as stocking inventory, etc.



### Add to Saved Order

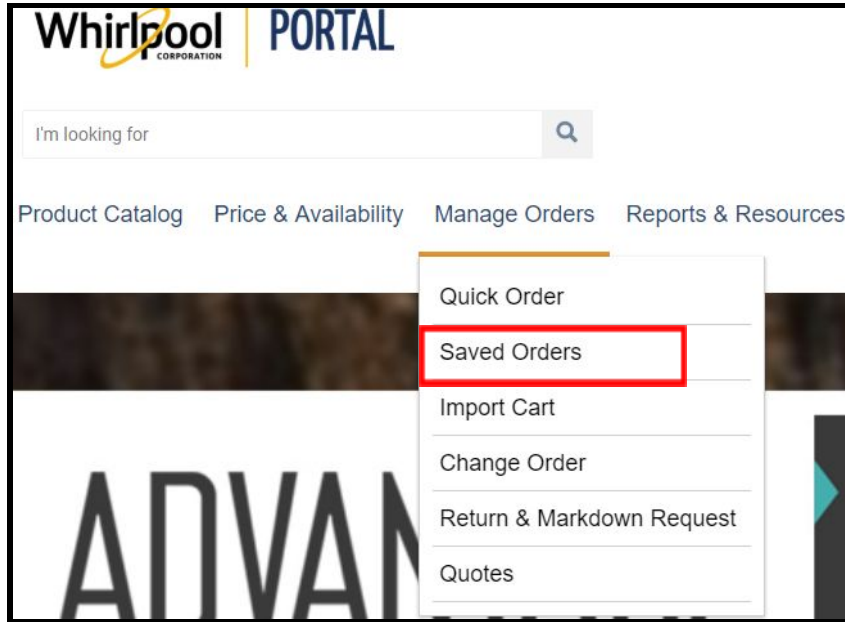
NAME:

PRIVATE  ONE TIME USE

UNIQUE PRODUCTS: 1  
QUANTITY: 1

**ADD**

- To view the saved order, return to the Whirlpool Portal **Home** page, navigate to the **Manage Orders** menu, and select the **Saved Orders** menu item.



- The **Saved Orders** page displays where you can now access the saved order that was just created.

